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## ABSTRACT

This manual for the operation and maintenance of the Government Documents Department at Baylor University's Moody Memorial Library is divided into 13 topical sections. The guide opens with the collection development policy statement, which covers the general collection, the maps division, and weeding government documents. Technical processing issues include processing incoming documents; check-in and shelflist policies; and binding procedures. Detailed circulation policy and procedures include a briefing on student-worker responsibilities; a 13-item statement of agreement between the government documents department and the library circulation department; instructions for inputting records for documents that will be circulated into the library's online catalog system; directions for handling overdues; and policies for interlibrary loans. A handbook for student-assistants, which is included in full, touches on 14 subjects ranging from explanations of Superintendent of Documents classification numbers to instructions for fixing a jammed microfiche machine. Methods of disposal of government documents are specified according to the regional and the national guidelines. Additional procedures are described for reporting missing documents; ordering government publications not designated as depository items; using the government documents department's personal computer; maintaining equipment in the department; handling money brought in from the microfiche copier; keeping daily and monthly statistics; and opening and closing the department. Copies of many of the forms used to facilitate and carry out the procedures are included. (SD)

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Government Documents Departmental Operations Guide  
Moody Memorial Library  
Baylor University

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November 9, 1989

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# **Collection Development Policy Statement**

## **Government Documents Department**

### **General Collection**

#### **I. Department Name**

Government Documents Department  
Moody Memorial Library  
Baylor University Libraries

Telephone: (817) 755-2111 ext. 6734, 6735  
(817) 755-2157

#### **II. Responsibility**

As Department head, the Government Documents Librarian makes all final decisions regarding collection development, including item selection and weeding. He seeks and encourages input from the community, students, faculty, and staff, as well as paraprofessionals within the Documents Department.

#### **III. Program Information**

Baylor University was designated a depository library in 1905. The Depository's mission is to serve the research and informational needs of the people of the \*11th Congressional District and Baylor University.

The Government Documents Department cooperates and coordinates its collection development efforts with regard to other collections on campus, the Waco-McLennan County Public Library, Paul Quinn College, McLennan County Community College, Texas State Technical Institute, and the members of the Heart of Texas Documents Consortium (HOT Docs). The Department also informs its regional depository, the Texas State Library, of all major collection development decisions.

\*The 11th Congressional District includes Bell, Bosque, Brown, Coryell, Falls, Hamilton, Lampasas, McLennan, Milam, Mills, and San Saba counties as well as parts of Burnett and Williamson counties.

Baylor University and the Government Documents Department adhere to and vigorously support the guidelines and instructions provided by the GPO in the **Instructions to Depository Libraries**, the **Guidelines for the Depository Library System**, and the **Federal Depository Library Manual**. Title 44, Chapter 19 of the United States Code is Congress' authorization to the GPO to administer the Federal Depository Library Program.

The major objective of this selective depository library, as well as all depository libraries, is to provide to the general public free access to the government document resources now and in the future (**Instructions to Depository Libraries**, chapter 1, page 1). All publications received through the depository library program are the property of the U.S. Government. Baylor University agrees to hold this material in trust for the citizens of the United States and make it available upon request.

In 1988 the Government Documents Department receives 45.70% of the items offered by the GPO (3213 out of a possible 7031 items).

In the event that a patron makes a request for material the Department does not own or select, an Interlibrary Loan request will be made from the HOT Docs Consortium, the Texas State Library or another depository library.

The Government Documents Department will collect publications in the following subject areas to support the Baylor curriculum or community interest:

- Aging & the Aged
- Business
- Civil Rights
- Census Data
- Congressional Reports, Hearings, & Prints
- Education
- Energy
- Environment
- Foreign Affairs
- Geology
- Health Information
- Military Information - U.S. Air Force
- Political Information
- Trade & Commerce
- Wildlife

#### **IV. Cooperative Information**

The Government Documents Department has no formal agreements with other departments on campus. Efforts have been made to reduce duplication of materials when overlapping holdings become evident. The Department has an informal agreement with the Baylor Law School Library to collect law materials of general interest, while the Law School Library collects more definitive materials.

The Government Documents Department participates in two regional documents consortiums: the Heart of Texas Documents Consortium and the Association for Higher Education of North Texas. Both consortiums meet biannually, exchanging information and promoting cooperation.

#### **V. Language, Chronology, and Geographic Guidelines**

- A. English is the primary language of the collection.
- B. U.S. Government Documents originated in the late eighteenth century. The Government Documents Department will maintain its collection of documents circa 1780 to the present (U.S. Serial Set).
- C. The Government Documents Department will collect government publications emphasizing the national as well as the Southwest regional perspectives. When possible the Department will select publications focusing on the following states:

- Arkansas
- Colorado
- Louisiana
- New Mexico
- Oklahoma
- Texas

The Department also collects international documents in microfiche format through its subscription to **Index to International Statistics**, published by the Congressional Information Service.

#### **VI. Types of Materials and Format**

The Government Documents Department prefers to collect publications in paper format. When paper is unavailable, microfiche will be accepted.

## **VII. Publication Date**

The GPO publishes many documents containing information current only for short periods of time. Such documents may be removed from the collection as they are superseded by more current information.

**The GPO Instructions to Depository Libraries** mandates that all publications received through the depository system (except those mentioned above) must be retained at least 5 years. Some documents may be re-evaluated at this time to determine their value in the collection.

The Department will add publications that enhance the collection as they become available through duplicates exchange programs, donations, and purchases. Missing publications will be sought back to the late eighteenth century.

## **VII. Collection Levels**

- A. Collection levels have been established for all depository publications received by the Government Documents Department.
- B. The following key should be used to interpret collection levels selection:
  - C. **Dead class or agency.** Retain representational materials only.
  - 1. **Minimal Selection.** Generally select annual reports and monographs.
  - 2. **Undergraduate Level.** Select annual reports monographs and certain series. [one quarter]
  - 3. **Research Level.** Select annual reports, monographs, and various series. [one-half]
  - 4. **Comprehensive Level.** Select the majority of publications issued via this class. [Three quarters]
  - 5. **Exhaustive Level.** Select all publications issued in this class.

Note: These collection levels parallel the collection levels established for the rest of the University Libraries.

In general, annual reports, monographs, numbered series, and periodicals are selected and retained permanently, while handbooks, manuals, guides, bibliographies, rules, regulations, and directories are not selected.

## **VII. Reference Collection**

The Government Documents Department will maintain a reference collection featuring these basic tools provided by the GPO:

**Monthly Catalog of U.S. Government Publications**  
**Statistical Abstract of the United States**  
**Federal Domestic Assistance Handbook**  
**Uniform Crime Reports**  
**Statutes at Large**

The department will supplement the tools provided by the GPO with the following reference materials purchased from private companies:

**Congressional Information Service Index**  
**Statistical Reference Index**  
**American Statistics Index**  
**Index to International Statistics**  
**Index to U.S. Government Periodicals**  
**Serial Set Index**

The reference collection will also contain other GPO and commercial materials needed for general reference.

## **IX. Duplicates Exchange, Gifts, and Purchases**

The Government Documents Department participates in the duplicates exchange program of the Texas State Library, its regional depository. The Department also takes advantage of its membership in the Documents Expediting Program of the Library of Congress to replace missing publications. When unable to replace materials using these two resources the Department will attempt to purchase publications from the GPO, the Depository Bookstore system, and a number of private vendors.

The Department does not solicit gifts, but gifts received that do not duplicate current holdings will be added to the collection, at the discretion of the Documents Librarian. Gifts that duplicate current holdings will be offered to other libraries through the duplicates exchange program.



## **Collection Development Policy Statement**

**Government Documents Department**

**Maps Division**

### **I. Department Name**

Maps Division  
Government Documents Department  
Moody Memorial Library  
Baylor University Libraries

Telephone: (817) 755-2111 ext. 6734, 6735,  
(817) 755-2157

### **II. Responsibility**

As Department head, the Government Documents Librarian makes all final decisions regarding collection development, including item selection and weeding. He seeks and encourages input from the community, students, faculty, and staff, as well as paraprofessionals within the Documents Department.

### **III. Program Information**

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The Government Documents Department cooperates and coordinates its collection development efforts with regard to other collections on campus, the Waco-McLennan County Public Library, Paul Quinn College, McLennan County Community College, Texas State Technical Institute, and the members of the Heart of Texas Documents Consortium (HOT Docs). The Department also informs its regional depository, the Texas State Library, of all major collection development decisions.

\* The 11th Congressional District consists of Bell, Bosque, Brown, Coryell, Falls, Hamilton, Lampasas, McLennan, Milam, Mills, and San Saba counties as well as parts of Burnett and Williamson counties.

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The major objective of this selective depository library, as well as all depository libraries, is to provide to the general public free access to the government document resources now and in the future. All publications received through the depository library program are the property of the U.S. Government. Baylor University agrees to hold this material in trust for the citizens of the United States and make it available upon request.

#### **IV. Cooperative Information**

The Government Documents Department has no formal agreement with other departments on campus with regard to the map collection. The Department attempts to reduce duplication of map collections on campus.

#### **V. Language, Chronological, or Geographic Guidelines**

Maps will be collected in the following manner:

##### **A. Geographic**

1. U.S.G.S. topographic maps for 6 states
  - a. Arkansas
  - b. Colorado
  - c. Louisiana
  - d. New Mexico
  - e. Oklahoma
  - f. Texas
2. City street maps for major cities in Texas & the U.S.
3. County maps for Texas
4. State maps for all 50 states in the U.S.
5. Aerial maps of Waco/McLennan County
6. Maps of Mexico
7. Maps of Canada

8. Thematic maps of states, regions and the U.S.
9. Sectional maps of the U.S. or regions
10. Historical maps (reprints).
11. Maps of the world.
12. Reference and thematic maps of the world.
13. Maps of continents.
14. Maps of nations.
15. Nautical maps of the Gulf of Mexico.
16. DMA map series:
  - a. 1105 Area Outline maps
  - b. 1144 The World
  - c. 1145 The World
  - d. 1148 The World
  - e. 5103 USSR Administrative Areas
  - f. 5104 USSR and adjacent areas
  - g. 5213 SE Asia Briefing
  - h. 1146 Area Outline
    - Central & South America
    - North America
  - i. 1301 The World
    - Central & South America
    - North America
  - j. 1308 Mid-East Briefing maps
  - k. 5211 Arabian Peninsula
  - l. 4000 Coastal Charts
    - North America
    - Central & South America

#### B. Language

Maps printed in English are the Department's primary choice. Maps printed in the language of the country depicted are the second choice.

#### IV. Types of Materials and Format

The chosen format for the map collection is paper. The size of the of the map case drawers should be taken into consideration when adding a new series. The large cabinets are 42" X 32" X 2" and the smaller cabinets measure 31" X 25" X 2". Care should be taken since the more a map has to be folded to fit these dimensions the greater its vulnerability to wear & tear.

## VII. Date of Publication

Publication date for the map collection should be flexible. Some general guidelines are the following:

|             |                          |
|-------------|--------------------------|
| USGS maps:  | keep nothing before 1950 |
| DMA maps:   | keep nothing before 1970 |
| PAIGH maps: | keep nothing before 1975 |

Historical maps, maps accompanying a monograph, and maps depicting divisions of the various census' will be retained.

## VII. Collection Levels

1. Minimal Level
  - City street maps for major cities in Texas and the U.S.
  - Aerial maps of Waco/McLennan County.
  - Thematic maps of states, regions and the U.S.
  - Sectional maps of the U.S. or regions
  - Historical maps (reprints)
  - Maps of the world
  - Reference and thematic maps of the world.
  - Maps of continents
  - Nautical maps of the Gulf of Mexico
  - Maps of nations
2. Undergraduate Level
  - County maps for Texas
  - State maps for all 50 states in the U.S.
  - Maps of Mexico, Canada, Central America, and South America.

DMA map series:

  - a. 1105
  - b. 1144
  - c. 1145
  - d. 1148
  - e. 5103
  - f. 5104
  - g. 5213
  - h. 1146
  - i. 1301
  - j. 1308
  - k. 5211
  - l. 4000
3. Comprehensive Level
  - USGS topographic maps for 6 states:
    - a. Arkansas
    - b. Colorado
    - c. Louisiana
    - d. New Mexico

- e. Oklahoma
- f. Texas

## **IX. Organization**

- A. All maps from any agency except DMA, PAIGH, USGS and some of the CIA maps will be filed by Sudoc Classification number.
- B. USGS maps will be filed alphabetically by state and quadrangle name.
- C. DMA and PAIGH maps will be filed by series number and maps number.
- D. CIA maps of less than 11 x 14 size will be filed in the country file.

## **X. Retention and Weeding Guidelines**

- A. If two maps cover the same geographic area, only the most current map will be retained.
- B. If a map is old and otherwise un-noteworthy but is the only map concerning a geographic area or subject, it will be retained.
- C. Maps from other government agencies will only be retained for the necessary 5 years for any state other than the six state area listed above, unless they accompany a monograph publication or are part of the census or have a particular historical significance.

## **Guidelines for Weeding Government Documents**

Weeding is an essential element in the collection development process. A solid weeding program increases shelf space, improves relevancy of the collection to curriculum and community interests and enhances collection maintenance. The GPO's **Instructions to Depository Libraries** cites the Congressional Joint Committee on Printing for justification for weeding.

"Libraries served by a regional depository may withdraw from circulation publications retained for a period of at least 5 years after receiving permission from the regional library."

Baylor University's Government Documents Department, therefore, weeds its collection of undesirable documents, adhering to all instructions and guidelines set forth in the following manuals:

### **Instructions of Depository Libraries**

Chapters 2, 10, and Appendix C

### **The Federal Depository Manual**

Sections 2 and 9

### **The Guidelines for the Depository Library System**

Numbers 6-3, 7

To further illustrate the connection between the two a graph has been constructed with categories for class, agency, selection level and weeding levels. See appendix 1.

## **Weeding Levels**

To coincide with item selection levels discussed earlier, weeding levels have been established using a letter scale from A (retained in perpetuity) to E (heavily weeded). This letter scale allows comparison of data for major classes and agencies.

- A No weeding. Publications remain permanently.
- B Minimal weeding.
- C Selective weeding.
- D Moderate weeding.
- E Heavy weeding.

### **General Criteria Used to Weed Documents Collection**

Review all documents five years and older. Then use the following criteria to decide which documents should be retained.

1. Is the document relevant to the general collection and the curriculum?
2. Does the document carry a significant historical value?
3. Is the document of value to the community and the 11th Congressional District?

If a publication meets one or more of the above criteria, retain it in the collection; if not, route it to a temporary holding area. Review the documents chosen for weeding with the documents Departments staff and a representative from the Reference Department. The Documents Librarian will make the final decision concerning retention or disposal of a document.

If a document is approved for disposal, withdraw it's card from the shelflist and enter the document on the Texas Discard List, where it will be offered to the Texas State Library, other Texas depository Libraries and the HOT Docs consortium. Discard documents only after receiving permission from the Texas State Library. Consider placing significant documents on the national **Needs and Offers List**.

### **Superseded Documents**

Weed the documents collection of superseded documents on a continuous basis (see **Instructions to Depository Libraries**, Appendix C: "List of Superseded Depository Documents," 1986). Superseded publications can be discarded without permission from the Texas State Library.

### **Guidelines for Weeding Special Classes**

#### **Y4. Class**

- A. Examine all documents dated 1975 and earlier.
- B. Inspect for historical significance or relevance to the rest of the collection. Retain documents that deal with:
  1. Aging
  2. Foreign Affairs
  3. Nutrition
  4. House Committee on Un-American Activities
  5. Impeachment Hearings
  6. Texas
  7. Energy & Oil

- C. Pull all duplicates. Consider retaining more than one copy of significant or high use documents.
- D. In particular, weed documents in these categories:
  - 1. Appropriations
  - 2. Authorizations
  - 3. Military Posture
  - 4. Non-controversial nominations
- E. Confer with the documents staff and a representative of the Reference Department; have them review all weeded publications and make recommendations to the Documents Librarian regarding the retention of a hearing. The Documents Librarian will make the final decision concerning retention or disposal of a document.



## PROCESSING MAIL

### I. Identifying Types of Publications

The Government Documents Department receives roughly three types of publications: monographs, periodicals, and series publications.

1. A monograph is a general publication independent in subject from the other publications in its class. Monographs can be recognized by the Cutter number (an alpha-numeric designation based on a keyword in the document's title) after the SuDoc stem number. For example, the SuDoc number I 29.6:St 2 is composed of the stem number (I 29.6:) and a Cutter number (St 2) which reflects the document's title, "Starved Rock Trail Guide." (For a more extensive explanation of Cutter numbers, see John L. Andriot, **Guide to U.S. Government Publications**, McLean, Virginia: Documents Index, 1988, pp. xv-xviii.)
2. Periodicals are publications issued daily, weekly, biweekly, monthly, bimonthly, or quarterly. Usually a date and <sup>of</sup> volume and issue numbers appear on the cover of each issue of a periodical. Most periodicals received by the Department are recorded in the Kardex file; if you cannot determine if a document is a periodical, check its title against the Kardex or refer to the **Periodical Supplement of the Monthly Catalog**.
3. A series is generally a group of independently titled documents related to one another by a collective title applying to the whole group. Although individual items may or may not be numbered, series publications are usually released by a department in a numerical sequence. They will not necessarily be on a single subject, but their subjects will often have a common denominator. For example, the Department of Agriculture might publish a series on the diseases of trees; each publication would be on a different disease, but all would be classified in the same series. Frequently an abbreviation of the issuing agency (not the issuing department) is included in the SuDoc number. For example, in the SuDoc classification GA 1.13:OCG-89-12, an abbreviation for the issuing agency, the Office of the Comptroller General (OCG), appears before the series number (89-12). Do not confuse such agency designations for Cutter numbers.

## II. Processing a Shipment

- A. Unpack mail from boxes, placing the Daily Depository Shipping list (DDSL) on top of each section as it is unpacked. Shipping lists for paper publications carry a "P" at the end of the depository shipping list number, while microfiche shipping lists carry an "M" (Examples: 88-372-P for paper; 88-372-M for microfiche). Wrap microfiche publications in their respective DDSL's, secure them with a rubber band, and place them in a basket for processing after the paper publications have been processed.
- B. Match each paper publication in the shipment with the classification number and title listed on the shipping list.
- C. Place a check mark next to the item number of each document received. (The item number is located in the left hand column of the DDSL.)
- D. Using black ink, write the SuDoc number in the upper left hand corner of each paper bound publication, in the top center of the flyleaf of each hardbound publication. If a publication has a dark cover or a glossy finish that will obscure the SuDoc number, write the number on an adhesive label and attach it to the publication's upper left hand corner. A few periodicals are sent to other locations in the library such as Acquisitions, Serials, and Cataloging; do not write SuDoc numbers on these documents.
- E. Stamp each publication near the SuDoc number with the depository stamp; stamp periodicals sent to other locations on the back.
- F. Stamp periodicals retained in the Department with the "Title" and "Do Not Circulate" stamps.
- G. Stamp Reference documents with the "Gov Pub Ref" stamp. Remember that the Department keeps some periodical titles in Reference, such as the **Federal Register** and **Economic Indicators**.
- H. Stamp documents kept in the Country File with the "Country File" stamp; using a red marker, write "VF" on the cover of any document routed to the Vertical File. Although the Documents Librarian subjectively determines the contents of these files, some documents are sent there routinely. Designate as Country File material all Overseas Business Reports (OBRs), Foreign Economic Trends (FETs), and 8 1/2" x 11" CIA maps. Send all income tax forms and IRS Tax Information Publications (T 22.44/2:) to the Vertical File.

- I. After checking a publication off the DDSL, writing a SuDoc number on it, and stamping it with the appropriate stamps, place the publication on the red, white, and blue book truck to be checked into the Kardex or shelflist. Place documents on the book truck in six stacks: SuDoc departmental designations A-G and H-Z and monographs on the top shelf; periodicals, hearings, and microfiche on the second.
- J. Handle other materials received in the depository shipments as follows:
1. Give survey cards and sheets (blue) to the Documents Librarian.
  2. Give corrections (pink) to the Processing Assistant.
  3. Write the SuDoc numbers of House Calendars (Y 1.2/2:date) in their upper left hand corners. For statistical purposes, make a note on the shipping list indicating that a Calendar was received. Place Calendars directly on the stripping table.
  4. Make a note on the shipping list indicating receipt of GPO sales fiche.
- K. After processing all of the documents on a DDSL, tally the number of documents received and record that number in the upper right hand corner of the DDSL. Give all DDSLs to the Processing Assistant.

### III. Processing Separates

Separates are publications that will not fit easily into a regular shipment box; examples include large hardbound volumes, oversize publications, posters, maps, large looseleaf materials, and public laws. Separates arrive at Government Documents in individual boxes or white envelopes. The DDSL number is usually typed on the shipping label. The DDSLs for separates arrive packed in regular shipment boxes; the documents themselves usually arrive days or weeks before their DDSLs. After receiving the DDSL for a particular shipment, process the documents using the same procedures used with a regular shipment: check the documents off the DDSL; write the SuDoc number in the upper left hand corner of paper bound documents and in the top center of the flyleaf of hardbound documents; stamp the documents with the appropriate stamps; and place the documents in their respective stacks on the red, white, and blue mail truck for further processing.

### IV. Maps

- A. Write the Sudoc number for GPO maps in the upper left hand corner. Stamp each map with the Baylor Depository Stamp beside the title (generally in the lower right hand corner). Stamp CIA 8 1/2" x 11" maps with the Country File stamp. 10

- B. Quadrangle maps and DMA (Defense Mapping Agency) maps are issued by the GPO but arrive separately in map tubes. Incoming map tubes are placed on the mail table. Open the map tube, remove the maps and shipping list. Stamp each map and shipping list with the depository stamp. Stamp maps in the lower right-hand corner near the title. Check quadrangle maps in on the USGS quadrangle map index using green ink.
- D. PAIGH (Pan American Institute for Geography and History) maps are not depository maps, but they are also shipped in map tubes. Open the map tube, remove the maps and invoice list. Stamp each map and invoice list with the Baylor stamp. Maps should be stamped in the lower left-hand corner near the title. Check in these maps on the PAIGH index map using green ink.
- E. Lay all maps out flat on map cases in the map room. Set shelf dividers on the corners to relax the maps. After the maps lay flat, file them in the appropriate map cases.
- F. Give all invoices and shipping lists to the Processing Assistant.

## **V. Posters/Pictures**

- A. Posters are processed in the following manner:
  - 1. Keep poster in tube until receipt of the DDSL.
  - 2. After DDLS is received, remove and unroll poster.
  - 3. Write the SuDoc number in the upper left hand corner on the back of the poster.
  - 4. Place the depository stamp below the SuDoc number.
  - 5. Give the poster to the processing assistant to be checked into the shelflist.
  - 6. After shelflisting, place the poster on the table in the Map room for filing.

B. Pictures are available from many agencies, the two picture series below are the most prolific. Decision of which direction to follow is made according to the size of the picture.

1. Department of Defense picture series are handled as follows. (16" X 20")
  - a. Keep pictures in the shipping envelope until DDLs is received.
  - b. Write the SuDoc number in the upper left hand corner on the back of each picture. Write the notation "1 of ---" at the end of the SuDoc number on each picture.
  - c. Place the depository stamp below the SuDoc number.
  - d. Replace the pictures in the shipping envelope. Write the SuDoc number on the envelope in the upper left hand corner and stamp with the depository stamp.
  - e. Give the envelope to the processing assistant to be shelflisted.
  - f. After shelflisting, place the envelope in the Map Room for filing

Pictures will be filed in their shipping envelope.

2. NASA picture series are handled as follows: (8 1/2" X 11")
  - a. Individual pictures are processed in the regular manner.
    1. Write SuDoc number in the upper left hand corner on the back.
    2. Place depository stamp below the SuDoc number.
    3. Write VF in red close to the SuDoc number to indicate it is to be placed in the vertical file.
  - b. Pictures received as a group will be processed in the same manner with the addition of the notation " 1 of --" after the SuDoc number.

## Check-in/Shelflist Procedures

The Documents Cataloging and Automation Assistant records the Department's holdings by regularly updating the shelflist and Kardex files. In general, the Kardex, organized alphabetically by title, holds records of periodical documents; the shelflist, organized by SuDoc number, holds records of all other documents. Check in documents according to the following instructions, using existing examples as your guide for format. If you are uncertain of any procedure, ask the Documents Librarian or the Documents Administrative and Automation Assistant for clarification.

### I. General Guidelines

Check in all paper documents using black ink, all microfiche using red. In general, use a check mark to check in a document (when checking in paper documents on the typewriter, a typed "X" is an appropriate substitute). Maintaining consistency with earlier examples, use check marks or issue numbers to check in periodicals in the Kardex.

The following list of abbreviations may be used in lieu of check marks to check in documents that do not follow the standard format:

|           |                   |
|-----------|-------------------|
| <b>OS</b> | Oversize Document |
| <b>MF</b> | Microfiche        |
| <b>M</b>  | Map               |
| <b>PO</b> | Poster            |
| <b>VF</b> | Vertical File     |
| <b>PT</b> | Pamphlet          |
| <b>CF</b> | Country File      |

### II. Paper Documents

- A. The Documents Administrative and Automation Assistant processes and labels shipments of documents. The Documents Administrative and Automation Assistant then sorts the documents on the red, white, and blue book truck in three stacks on the top shelf (A-G, H-Z, and Cuttered documents or monographs) and three stacks on the second shelf (journals, numbered hearings, and microfiche). Note: These categories are not exclusive.
- B. In order to expedite the check-in process, organize documents in SuDoc order, and alphabetize journals by title. Assign these tasks to a student worker when possible.
- C. Follow the procedures listed below for document check in:
  1. Check in documents in the A-G or H-Z stacks on numbered shelflist cards. See appendix 1, page 7 for examples.
  2. Check in Cuttered documents--documents with Cutter numbers following the SuDoc stem number--on cutter cards (see GPO

**Classification Manual: A Practical Guide to the Superintendent of Documents Classification System**, Chapter 3, Section 4, for a complete explanation of Cutter numbers). See appendix 1, page 9 for an example of a Cutter card. Use the following cutter number divisions on the header of the cutter cards: A-H, I-P, Q-Z.

3. Check in each journal at the Kardex. See appendix 1, pages 1-5 for examples. A shelflist card should cross-reference each title listed in the Kardex.
  - a. If you are checking in a journal and cannot locate its Kardex card, ask the Documents Librarian or the Documents Administrative and Automation Assistant to verify the correct title.
  - b. To type a new Kardex card, follow the examples in appendix 1, pages 1-5. Be certain to include the following elements:

Title  
SuDoc number  
Item number  
OCLC number  
Frequency  
Volume and issue number  
and other notations as applicable

Verify this information in **Monthly Catalog of United States Government Publications: Periodicals Supplement** or by searching on OCLC.

- c. Complete a BWU-Waco Union List local data record for every new title, title change, or discontinued periodical. See appendix 2 for an example. Enter the new journal information into the Documents Department's file entitled "Docser" using pc-file on the Zenith PC. Enter the following information:

Title  
OCLC number  
SuDoc number  
Item number  
Status  
Holdings  
Notes

Give the record to the Documents Librarian to be entered into OCLC.

Finally, type a shelflist card cross-referencing the journal to the Kardex. See appendix 1, p.8.

4. In some unusual cases individual cards are typed to shelflist a document. See appendix 1, page 8 for an example.



5. For hardcover documents, type the SuDoc number on a silk label. Affix the typed label to the spine of the document, generally 1"-2" above the bottom. If the document is too thin to carry the label on the spine, affix the label to the upper left hand corner of the front cover.
- D. After checking in paper documents in the shelflist or Kardex, place the documents on the stripping table.
- E. Some documents are distributed to various library departments. Place these publications in one of the appropriate baskets for distribution to Serials or Acquisitions. Deliver these documents to the appropriate departments at least once every two weeks.
- F. Send duplicate publications from the U.S. Geological Service (received in the daily mail rather than in depository shipments) to the Geology Department. Publications regularly routed to Geology include the U.S.G.S. Professional Papers, Water Supply Papers, and Bulletins.

### III. Microfiche

- A. Using red ink, check in the microfiche as you would paper documents (see section I). After shelflisting the microfiche, place a red check mark on the envelope to indicate that it is ready to be filed.
- B. The **PRF** or **Publications Reference File** microfiche are checked in, but filed directly in a box beside the microfiche reader/printer. Other microfiche not checked in are the following:

House & Senate bills  
Cumulative status reports  
SRI microfiche  
IIS microfiche

Be sure to record on the monthly statistics sheet the number of SRI and IIS microfiche received.

### IV. Posters and Pictures

- A. Check in posters as normal paper documents-generally on a cutter card. Use **PO** to indicate poster. Posters usually carry their SuDoc numbers on the back in the upper left corner.
- B. File posters in map room in SuDoc order.

### V. Making Claims

- A. Process shipping lists for claims at least weekly. Obtain all completed paper and microfiche shipping lists from the Documents Administrative and Automation Assistant. The Documents Administrative and Automation Assistant will have marked with a



check mark the item number for each document received; she will also have noted in the upper right hand corner of each list the total number of documents received.

- B. Separate the microfiche lists from the paper lists. Arrange the lists in order by shipping list number.
- C. The **Baylor Items Selected List** (located in a black binder on the workroom shelves) records all items selected by Baylor University Government Documents. Using the **Items Selected List**, verify each item not checked by the Documents Administrative and Automation Assistant. If an unchecked item number on the shipping list does not appear on the Items Selected List, mark an "X" to the right of the number. If an unchecked number appears on the **Items Selected List**, circle the item number on the shipping list.
- D. Follow the claims procedures letters A-E in the **Federal Depository Library Manual**, Section 6, pages 8-9, to make claims on the documents whose item numbers are circled.

Note: claims can be sent up to but not after sixty days from receipt of the shipping list. The earlier a claim is sent, the better the chances of receiving the missing publication.

- E. Fill out the bottom portion of the shipping list in dark ink. Enter the following information in the spaces provided:

Depository Number: 606  
Library Name: Baylor University Library  
Address: B.U. Box 7148  
City, State, Zip: Waco, TX 76798-7148

- F. Photocopy all shipping lists that contain claims, circle items to be claimed in red, and send the photocopies to Library Programs Services at the address indicated at the bottom of each shipping list. Note: Be sure to send microfiche claims to the Microfiche Claims address, paper claims to the Paper Claims address.
- G. Interfile the claimed shipping lists in numerical order with the rest of the shipping lists.
- H. File the shipping lists in the appropriate monthly folders in the computer room file cabinet. Keep all lists received in a particular month in the folder for that month, regardless of the dates on the lists. At the end of each month, tally the number of documents received by adding together the numbers in the upper right-hand corners of that month's shipping lists. Enter the sums for paper received and microfiche received on the monthly statistics sheet. Finally, file the lists in the folders for the month indicated on the lists themselves. Retain all shipping lists for one year; at the beginning of each month, discard the corresponding month's lists from the previous year.
- I. At the end of each month, count the number of claims sent to Library Programs Services; enter this number on the monthly statistics sheet.

- J. Upon receipt of a claimed publication, retrieve its original shipping list; mark it "received" and note the date. Refile the list in the proper folder. Process the publication normally, and note the receipt on the monthly statistics sheet.
- K. U.S.G.S. maps may be claimed in much the same manner as paper and microfiche documents. File U.S.G.S. shipping lists in the top drawer of the computer room file cabinet.

## **VI. Commercial publications**

The Acquisitions Department routes commercial publications via the library mail system to the Documents Department. These publications, both indexes and monographs, are checked in and claimed by the Acquisitions Department. On the monthly statistics sheet, enter the number of commercial publications received. File their cards in the LC call number section of the shelflist. Baylor University Government Documents receives the following commercial indexes:

Daily Report, Soviet Union Index  
Daily Report, China Index  
Daily Report, Near East and South Asia Index  
Daily Report, Latin America Index  
Daily Report, Africa (Sub-Sahara) Index  
Congressional Information Service Index  
American Statistics Index  
Statistical Reference Index  
CIS Federal Register Index  
Index to International Statistics  
Transdex  
Index to U.S. Government Periodicals

Note: The notation "Gov Docs Ref" should always precede the LC call number.

## **VII. Rain Checks**

Retain Rain Check notices in the folder marked "Rain Checks/Shortages" in the computer room file cabinet. When a shorted document arrives, check it in according to the normal procedures. Match the Shortage Notice with its Rain Check, record the number of documents received on the monthly statistics sheet, and discard both the Rain Check and Shortage Notice.

## **VIII. Corrections**

Library Programs Services sends pink correction sheets, numbered as shipping lists, through regular depository shipments. After receiving a correction sheet, check the item numbers represented on the sheet against the Items Selection List; circle the items the Department receives and mark off the rest. Complete a correction form (located in a file box in the computer room desk) for each circled item. File correction sheets in order with the shipping lists.

The correction file is divided into four sections: not checked, checked once, checked twice, and checked three times. Search on at least three occasions for each document to be corrected. Place all new correction forms in the first section. Periodically search for the documents to be corrected. Upon locating one of these documents, make the appropriate correction using a black pen and correction fluid or self-adhesive labels; make the same correction on the shelf list entry, then discard the correction form. If you cannot locate the document, replace the correction form in the file, but in the next section in sequence. If after checking three times (and, therefore, moving the correction form from the front to the rear of the file) you cannot locate the document, discard the correction form.

## Table of Contents

Specifications and examples of check-in cards for the Kardex and Shelflist.

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Page 2 Daily Publication

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Page 5 Tri-annual Publication

Page 6 Cross reference card for the Kardex

Page 7 Series/Year Card

Page 8 Typed Shelflist Card

Kardex check-in card for weekly / bi-weekly publication.

| TITLE   |          | CALL NO. | NOS. PER VOL. | VOLS. PER YEAR | FREQUENCY        | TITLE PAGE |
|---------|----------|----------|---------------|----------------|------------------|------------|
|         |          |          |               |                | Weekly/bi-weekly |            |
| SuDoc # | BOUND    |          |               |                |                  | INDEX      |
|         | PREPARED | item #   |               |                |                  |            |
|         | OCLC #   |          |               |                |                  |            |

| YEAR | SER | VOL. | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | T.P. | I. | CLAIMED |
|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|----|---------|
|      |     | 1    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 1    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 1    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |

| INC. | TITLE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND |
|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
|      |       |     |     |     |     |     |     |     |     |     |     |     |     |      |

Example:

| HUD Newsletter |          | CALL NO.       | NOS. PER VOL. | VOLS. PER YEAR | FREQUENCY | TITLE PAGE   |
|----------------|----------|----------------|---------------|----------------|-----------|--------------|
|                |          |                |               |                | Weekly    |              |
| HH 1.15        | BOUND    |                |               |                |           | <i>Alpha</i> |
| 4:vo./no.      |          | 0582-L         |               |                |           |              |
|                | PREPARED | OCLC# 01794729 |               |                |           |              |
|                |          |                |               |                |           |              |

| YEAR | SER | VOL. | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | T.P. | I. | CLAIMED |
|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|----|---------|
| 82   |     | 1    | 1   | 5   |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    | 2   | 6   | 10  |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    | 3   | 7   | 11  |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     | 12  |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     | 13  |     |     |     |     |     |     |     |     |     |      |    |         |
| 83   |     | 1    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
| 84   |     | 1    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 2    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 3    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 4    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |
|      |     | 5    |     |     |     |     |     |     |     |     |     |     |     |     |      |    |         |

| INC. | TITLE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND |
|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
|      |       |     |     |     |     |     |     |     |     |     |     |     |     |      |

## 2. Kardex check-in card for daily publications.

|          |                  |         |  |
|----------|------------------|---------|--|
| TITLE    |                  | CLAIMED |  |
| CALL NO. | VOLS. PER YEAR   |         |  |
| SuDoc#   | BOUND            | Daily   |  |
|          |                  | item #  |  |
| PREPARED | IN BINDERY       |         |  |
| OCLC #   | check in by date |         |  |

| VOL. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| JAN  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| FEB  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| MAR  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| APR  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| MAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| JUN  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| JUL  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| AUG  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SEP  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| OCT  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| NOV  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| DEC  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

|      |       |     |     |     |     |     |     |     |     |     |     |     |     |      |
|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| INC. | TITLE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND |
|------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|

Example:

|                      |                |                  |  |
|----------------------|----------------|------------------|--|
| Congressional Record |                | CLAIMED          |  |
| CALL NO.             | VOLS. PER YEAR |                  |  |
| X/a:                 | BOUND          | Daily            |  |
| 100-2:               |                | item # 0994-B    |  |
| nos.                 | PREPARED       | IN BINDERY       |  |
|                      | OCLC #         | check in by date |  |

| VOL. | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------|-----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 988  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| JAN  | 134 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| FEB  |     | / | / | / | / |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| MAR  |     | / | / | / | / |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| APR  |     |   |   |   |   |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| MAY  |     | / | / | / | / |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| JUN  |     | / | / | / | / |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| JUL  |     |   |   |   |   |   |   |   | / | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  | /  |    |
| AUG  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SEP  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| OCT  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| NOV  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| DEC  |     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

|      |                      |     |     |     |     |     |     |     |     |     |     |     |     |      |
|------|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| INC. | Congressional Record | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND |
|------|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|

Kardex check-in card for monthly, bi-monthly, quarterly and tri-annual publications.

[illegible]

Example A. Monthly:

### Reports Issued In...

[illegible]





## Example D. Tri-annual

| Occupational Earnings and Wage Trends in Metropolitan Areas |               |                     |     |     |     |     |     |     |     |     |     |     |     |            |            |   |    |         |
|---|---------------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|------------|---|----|---------|
| CALL NO   | NOS. PER VOL. | VOLS PER YEAR       |     |     |     |     |     |     |     |     |     |     |     | FREQUENCY  | TITLE PAGE |   |    |         |
| L   |               |                     |     |     |     |     |     |     |     |     |     |     |     | Tri-Annual |            |   |    |         |
| 2.86:   |               | U.S. Dept. of Labor |     |     |     |     |     |     |     |     |     |     |     | 768-S      | INDEX      |   |    |         |
| nos.  |               | OCLC 04758798       |     |     |     |     |     |     |     |     |     |     |     |            |            |   |    |         |
| YEAR  | SER.          | VOL.                | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC        | T          | P | I. | CLAIMED |
| 977   |               |                     |     |     |     |     |     | 2   |     |     |     |     |     |            |            |   |    |         |
| 979   |               |                     |     |     |     |     |     |     |     |     |     | 3   |     |            |            |   |    |         |
| 982   |               |                     |     |     |     |     |     |     |     |     |     | 3   |     |            |            |   |    |         |
| 983   |               |                     |     | 1   |     |     |     |     |     |     |     | 3   |     |            |            |   |    |         |
| 984   |               |                     |     | 1   |     |     |     | 2   |     |     |     | 3   |     |            |            |   |    |         |
| 985   |               |                     |     | 1   |     |     |     | 2   |     |     |     | 3   |     |            |            |   |    |         |
| 986   |               |                     |     | 1   |     |     |     | 2   |     |     |     |     |     |            |            |   |    |         |
| 987   |               |                     |     | 1   |     |     |     | 2   |     |     |     |     |     |            |            |   |    |         |
| Occupational Earnings and Wage Trends in Metropolitan Areas |               |                     |     |     |     |     |     |     |     |     |     |     |     |            |            |   |    |         |

(5 returns)

(5 sp.)

→ SuDoc #

(3 returns) Agency

(2 returns) Title (in all caps)

(3 returns) (instructions)

TITLE

Example:

HE 20.7610/2; year

U.S. Department of Health & Human Services

BIBLIOGRAPHY ON SMOKING AND HEALTH

See Shelflist. Filed by title.

BIBLIOGRAPHY ON SMOKING AND HEALTH

## Shelflist check-in Card Series or Year:

SuDoc #  
Agency  
Title


| Series, # or year Library Has Those Checked Below |    |    |    |    |    |    |    |    |    |
|---|----|----|----|----|----|----|----|----|----|
| 1   | 11 | 21 | 31 | 41 | 51 | 61 | 71 | 81 | 91 |
| 2   | 12 | 22 | 32 | 42 | 52 | 62 | 72 | 82 | 92 |
| 3   | 13 | 23 | 33 | 43 | 53 | 63 | 73 | 83 | 93 |
| 4   | 14 | 24 | 34 | 44 | 54 | 64 | 74 | 84 | 94 |
| 5   | 15 | 25 | 35 | 45 | 55 | 65 | 75 | 85 | 95 |
| 6   | 16 | 26 | 36 | 46 | 56 | 66 | 76 | 86 | 96 |
| 7   | 17 | 27 | 37 | 47 | 57 | 67 | 77 | 87 | 97 |
| 8   | 18 | 28 | 38 | 48 | 58 | 68 | 78 | 88 | 98 |
| 9   | 19 | 29 | 39 | 49 | 59 | 69 | 79 | 89 | 99 |
| 10  | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 00 |

## Example:

Y4. Ap 6/2: S.hrg. 100-nos.  
U.S. Senate. Committee on Appropriations  
Senate Print


| 1-100 Library Has Those Checked Below |    |    |    |    |    |    |    |    |    |
|---------------------------------------|----|----|----|----|----|----|----|----|----|
| 1                                     | 11 | 21 | 31 | 41 | 51 | 61 | 71 | 81 | 91 |
| 2                                     | 12 | 22 | 32 | 42 | 52 | 62 | 72 | 82 | 92 |
| 3                                     | 13 | 23 | 33 | 43 | 53 | 63 | 73 | 83 | 93 |
| 4                                     | 14 | 24 | 34 | 44 | 54 | 64 | 74 | 84 | 94 |
| 5                                     | 15 | 25 | 35 | 45 | 55 | 65 | 75 | 85 | 95 |
| 6                                     | 16 | 26 | 36 | 46 | 56 | 66 | 76 | 86 | 96 |
| 7                                     | 17 | 27 | 37 | 47 | 57 | 67 | 77 | 87 | 97 |
| 8                                     | 18 | 28 | 38 | 48 | 58 | 68 | 78 | 88 | 98 |
| 9                                     | 19 | 29 | 39 | 49 | 59 | 69 | 79 | 89 | 99 |
| 10                                    | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 00 |

|                  |             |
|------------------|-------------|
| (5 sps.) SuDoc # | (2 returns) |
| Agency           | (3 returns) |
| Title            | (2 returns) |
| (instructions)   | (3 returns) |



Example:

|   |              |
|---|--------------|
| D 5.11:yr./vol.                             | <b>TITLE</b> |
| Defense Communications Agency               |              |
| Defense Communications System Directory ... |              |
| See Kardex for holdings. Strip title.       |              |



## Cutter Card:

| Stem: TD 1.49:          |   | Series:                         |
|-------------------------|---|---------------------------------|
| Agency: Dept. of Trans. |   |                                 |
| Cutter                  |   | Title                           |
| C 76                    | x | Use of Contracting by Public... |
| M 34                    | x | Marketing Manual for Shared...  |
| R 88                    | x | rural Public Trans. Performance |
| T 19                    | x | Taxis, the Public, and Paratran |
| T 67                    | x | Traffic Mitigation Ref. Guide   |
| Un 3                    | x | Uniform Data Mgmt. System       |
| B 96                    | ✓ | Use of School Buses for Public  |
| E1 2                    | ✓ | Anal. of Transit and Paratrans. |
| En 2                    | ✓ | Approach to Local Trans. Plann. |

## White Kardex Card:

Oversize

Z

7552

153

yr.

pt. 2

IIS Index to International Statistics: Index

DO NOT CHECK IN. PLACE DIRECTLY ON THE REFERENCE  
SHELVES.

IIS INDEX TO INTERNATIONAL STATISTICS: INDEX

BWUL - WACO UNION LIST - LOCAL DATA RECORD

Documents  
Appendix 2

TITLE: \_\_\_\_\_

CORP. ENTRY: \_\_\_\_\_

OCLC#: \_\_\_\_\_ OR ISSN#: \_\_\_\_\_ OR LC CARD#: \_\_\_\_\_

WLD LIB.: IYUU COPY: \_\_\_\_\_

CLNO (CALL NO.): \_\_\_\_\_ #b

SCHD  
COMP.(#g): Ø ACQ.(#e): \_\_\_\_\_ RET.(#f): \_\_\_\_\_ NOTES (#n): Shelved in Documents.

VOL.(#v): \_\_\_\_\_

DATES (#y): \_\_\_\_\_

## GUIDELINES FOR SUDOC PLACEMENT ON CATALOG CARDS

### 1. General Guidelines

- A. Place the issuing agency alone on the top line, except for "Y4." Do not divide the agency.
- B. Do not break the SuDoc number at the period. Periods are place holders, not decimals.
- C. Place the slash on the same line as the number or letter before rather than the one which follows.

### 2. Guidelines for Breaking SuDoc Numbers

- A. After the letters (issuing agency).
- B. After the colon.
- C. After the slash.

### 3. Guidelines for Spacing

- A. Leave one space after the issuing agency.
- B. Leave one space after a cutter letter.

### 4. Examples:

|       |       |          |
|-------|-------|----------|
| Pr    | PrEx  | HE       |
| 40.8: | 3.10/ | 20.8308/ |
| Am 3/ | 7-2:  | 2:G 21   |
| R 29  | 988   |          |
| SI    | Y 4.  | D        |
| 1.38: | F 76/ | 101.22:  |
| Af 8  | 2-11: | 550-58/  |
|       | 988   | 985      |

### 5. SuDoc Class Number: PrEx 3.10/7-2:988

|       |                    |
|-------|--------------------|
| PrEx  | (issuing agency)   |
| 3.10/ | (subordinate body) |
| 7-2:  | (series)           |
| 988   | (year or cutter)   |

## Binding Procedure

The preparation of government documents for binding is a responsibility of the Night Supervisor. Various types of documents are sent for binding. These include periodicals, census material, and indexes frequently used for reference and other items which the Documents Librarian may direct. They are bound to enhance their usefulness and to keep periodicals of the same title together by year and/or volume. This process also preserves them.

**Permanent Record Box:** This file box contains one copy from the binding form and provides a permanent record of everything bound by the Government Documents Department of Moody Library after January, 1983. The PRB should be consulted every time a title is prepared for binding to verify if it was bound previously. If it has been bound, repeats should be bound in the same manner. If not, the Supervisor can bind them at his/her discretion.

### Preparing Items for Binding:

1. A binding form is to be filled out for each unit bound. The bindery receives two copies (designated at the bottom "Bindery Copy"), and Documents retains two copies (designated at the bottom "Library Copy"). The best "Library Copy" retained (usually the first of the two) goes in the PRB and the other copy in the "Binding Records" folder to be used when the shipment returns from the bindery.

2. Units sent should not exceed two (2) inches in thickness to avoid extra charges and facilitate use and preservation. Increased thickness strains the spine and thereby shortens the lifespan of the binding. The volume is also harder to use due to increased weight.

3. Items should be bound in as few units as possible. An entire volume or year should be bound together whenever the bound copies will not exceed two inches. Otherwise, items should be bound in semi-annual, quarterly, or four-month sections. Two or more volumes or years may be bound together at the Supervisor's discretion, if the total thickness is less than the two-inch maximum.

4. After the binding slip is filled out, the items are assembled in the single unit in correct order and held together by rubber bands with the binding form on top. Items are bundled together in order of issue, i.e. January on top with February next and succeeding months following in order, or number one on top with number two next, etc. Thereby, the items are bound in order of issue, and the final volume also has them in order.



5. Call numbers should be imprinted on the spine at the bindery whenever possible. The call number should be centered with the SuDocs agency designation on a separate line, followed by the remainder of the call number. Refer to "Guidelines for SuDoc Placement on Catalog Cards" for appropriate breaking points. The call number should be evenly spaced over the remaining lines with slashes and colons on the proper line. The last line is usually reserved for the volume and issue numbers for periodicals, or the year for annuals. Example:

WRONG  
GS4  
.114  
:20/1-7

CORRECT  
GS  
4.114:  
20/1-7

6. "GOV PUB REF" is stamped on permanent reference items at the bindery.

### **Helpful Hints on Binding:**

1. When in doubt, ask the Documents Librarian or Assistant.
2. Examine previously-bound items as examples of what is included. This will promote uniformity.
3. Items should have a title page whenever possible. If there are not enough title pages for each part, these can be created by copying title pages and typing any necessary information on them. The title page is then placed in the bundle of material to be bound with the binding slip on top of it.
4. Thick volumes are cut apart and restructured whenever necessary to facilitate use. Items with individual indexes in back as well as annual cumulative indexes are cut apart. The indexes at the back are discarded; the abstract section will then fit into one or two bound volumes. Note--the indexes in separate volumes can be removed easily by the bindery. It should be noted on the binding slip as a "special instruction."
5. It is usually unnecessary to leave covers on items to be bound. Obvious exceptions are periodicals, which are bound in their covers, and documents whose covers include useful information not repeated on the title page. Otherwise, the binding serves as the cover. This can be determined by examining previously-bound items. Be sure to check the appropriate box on the binding slip.
6. Any user's guide should be at the front of a bound volume, although a guide may appear in each issue (Monthly Catalog, for example). Retain only the guide at the front of the first issue in each bundle. Remove the guide and any other extraneous matters (such as order forms, etc.). This reduces thickness and pointless repetition.

7. Notify the Periodicals Department when a shipment is ready for the bindery. Memos for this purpose are kept in the "Binding" folder. Periodicals will notify the deliveryman from the company and he will pick up the shipment.
8. The bindery can provide title corrections stamped on a single sheet of buckram (any color) to be cut apart and glued onto the spine. Periodicals does this for major title changes.
9. The Periodicals Department is responsible for all binding for the library except government documents. Therefore, they are a valuable resource for many questions concerning the binding process.

#### **Processing Bindery Returns:**

1. The other library copy of the binding slip is placed in the "At Bindery" file. Items returned from the bindery are checked against this copy of the binding slip and against the copy bound in each item returned.
2. If the information printed on the spine matches the binding slip, the slip is removed from the bound copy. That copy and the slip from the binding records file (the 2nd library copy) are both thrown away. If there are errors, the bound item is returned to the bindery with the binding slip inside so the errors can be corrected.
3. The bound copy is then stamped, stripped with tattle tape, and shelved.

## **Circulation Procedures**

- A.    Circulation Policy - General Procedures
- B.    Circulation Policy:   Student Procedures
  - Example A    Bar Codes
  - Example B    Sleeve
  - Example C    Blue & White Check out Slips
  - Example D    Circulation Flow Chart
- C.    Circulation Agreement Between the Government Documents Department and the Circulation Department
- D.    CLSI Inputting for Government Documents Circulated
- E.    Overdues
- F.    Interlibrary Loan - Borrowing
- G.    Interlibrary Loan - Lending

# GOVERNMENT DOCUMENTS DEPARTMENT

## CIRCULATION POLICY

### GENERAL PROCEDURES

#### I. General Procedures

- A. All government documents will be checked out and returned through the Circulation Department, Moody Memorial Library, first floor.
- B. Before circulating, each document must contain a bar code and a date due slip in the front of the publication. See Circulation Policy, Student Procedures.
- C. Baylor students, faculty, and staff may borrow documents. Citizens of the community at large, hereafter referred to as "Uncle Sam Patrons," are also welcome to borrow documents.
  - 1. Number of Documents permitted to be checked out:
    - a. Baylor.....30 Documents  
10 Maps  
5 Posters
    - b. Uncle Sam..... 5 Documents  
10 Map  
5 Posters
  - 2. Any publication leaving the Department, except for copying, needs to have a circulation slip, completed, including Interlibrary Loan.
- D. The following publications do not circulate outside the Government Documents Department:

#### Periodicals

Congressional Record

Serial Set volumes

War of the Rebellion series

Older documents and documents in poor condition

Popular reports such as the "Warren Commission"

Reference Publications

Microfiche

Country Files and Vertical Files

Note: There will always be exceptions to the rule. The Documents Librarian and the Senior Assistant may grant special permission for non-circulating documents to leave the Department. Refer special requests to borrow material to them.

## II. Circulation Periods

- A. Undergraduate, Baylor Staff,  
"Uncle Sam" patrons.....Three Weeks
- B. Graduate students.....Six Weeks
- C. Faculty.....120 Days  
Months

## III. CLSI

- A. CLSI input procedures are explained in depth in  
"Circulation Policies, CLSI Procedures."
- B. Total monthly circulation statistics are compiled by  
adding the circulation figures reported by the  
Circulation Department to the total of new documents  
entered during the month by the Documents staff. All  
input slips for both Baylor and "Uncle Sam" patrons  
are retained for a two month period. "Uncle Sam"  
patron slips (blue) are placed in the gray index box  
on the Documents reference desk and retained until the  
documents are returned. Statistics are reported to  
the Documents Assistant-Night Supervisor for the  
monthly report.

## **CIRCULATION POLICY: STUDENT PROCEDURES**

### **I. Baylor Faculty, Staff, and Students**

- A. If documents have bar codes and date due slips, direct the patron to the Circulation desk.
- B. If documents do not have bar codes and date due slips,
  - 1. Select the next bar code in numerical order from the supply in the reference desk. Place the upper portion of the bar code lengthwise at the left edge of the inside of the front cover (see example A). Glue a Documents Date Due slip in the upper right hand corner of the inside of the front cover (see example A). When performing these steps do not glue bar codes or Date Due slips over important information on the document.
  - 2. On a white circulation slip carefully enter the complete SuDoc number and document title. If a document has several titles, use your best judgment to choose the main title; ask another staff member if you have questions.
  - 3. Attach the lower portion of the bar code to the circulation slip so the information can be added to the CLSI computer.
  - 4. Direct the patron to the Circulation desk to complete check-out procedures.

### **II. Non-Baylor (Uncle Sam) Patrons**

- A. If documents have bar codes and date due slips,
  - 1. Fill out all information on the Uncle Sam (blue) check-out slip: SuDoc number, title, due date, bar code number, patron's name, address, telephone number, and Texas driver's license number or a Texas State I.D.
  - 2. Tape a sleeve around the front cover of the document (see example B)
  - 3. Direct the patron to the Circulation desk.
- B. If documents do not have bar codes or date due slips, attach these items as described above. Complete the circulation slip, attach the sleeve, and direct the patron to the Circulation desk.

**Note:** Please apply these procedures conscientiously, as any patron who takes materials without Documents Date Due slips and bar codes (and sleeves, if necessary) to the Circulation desk will be sent back to our department to have the documents processed correctly.

If the patron is checking out a large number of documents, suggest that he or she return in a few minutes when you will have prepared the circulation slips. Do not allow impatient patrons to pressure you into working hastily and carelessly.

|         |   |  |                        |
|---------|---|--|------------------------|
|         |   |  |                        |
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|         |   |  |                        |
|         |   |  |                        |
| CAYLORD | I |  | PRINTED IN U.S.A.<br>I |



3 1263 00446 7541

**GAYLORD**

PRINTED IN U.S.A.

L 1.2 : C 4575

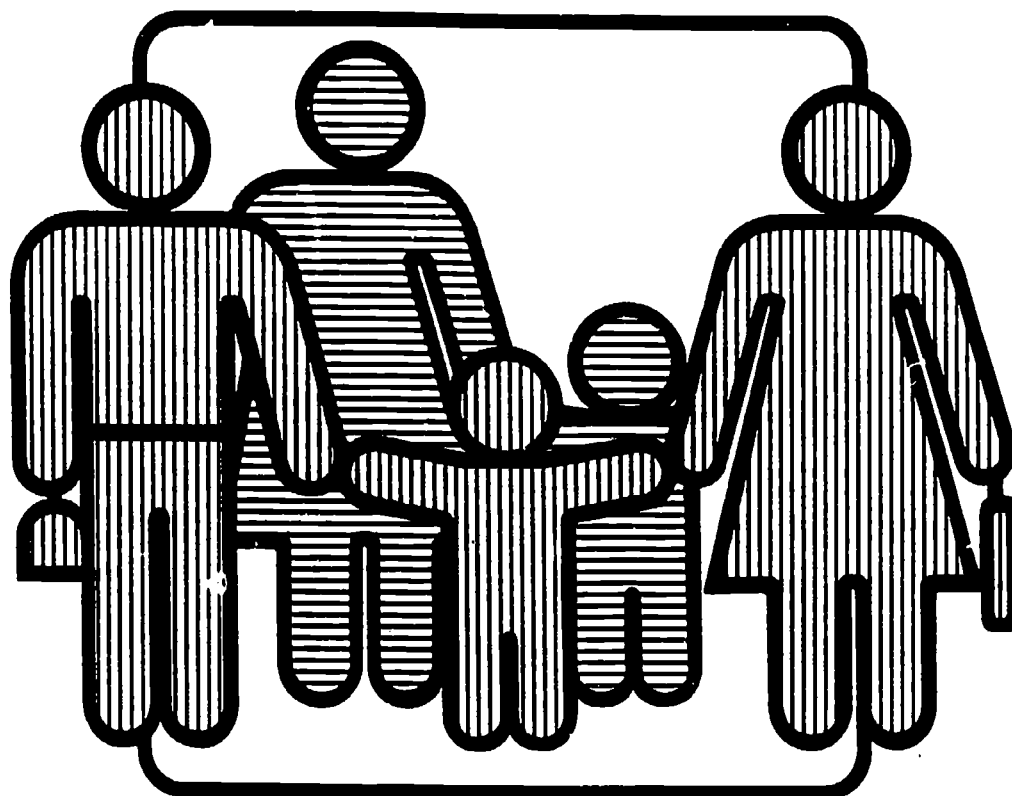
# **CHILD CARE**

## **A Workforce Issue**

Baylor Univ. Library

MAY 25 1988

Depository 606



**Report of the  
Secretary's Task Force  
April 1988**

U.S. Department of Labor 





3 1263 00446 0496

DOCUMENTS DEPARTMENT  
MOODY MEMORIAL LIBRARY  
DATE DUE

[illegible]**GAYLORD**

**PRINTED IN U.S.A.**

Uncle Sam Borrower (BLUE)

uDoc: #

**Title:**

# Child care - A work force Issue

**Date Due:**

**Bar Code #:**

3-1263-00429-5843

**Name:**

**Street:**

Myra Applewhite

**City:**

2910 S 42nd

**Zip:**

**Telephone #:**

WACO 76706

754-9210

**TV Driver's License:**

1470-599202

(WHITE)

**Baylor Faculty, Staff,  
and Students**

**SuDoc# :**

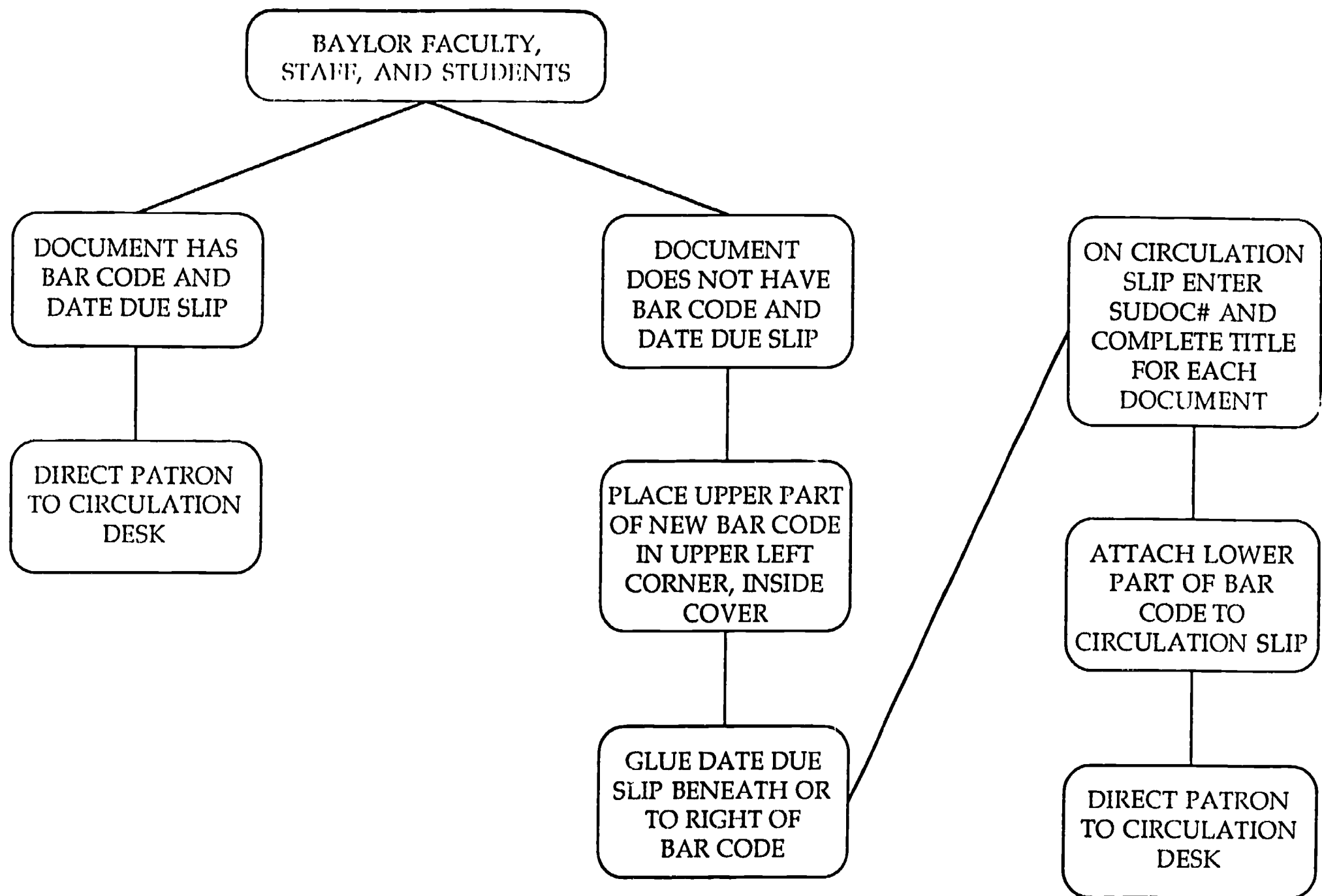
L.L.2: C45/5

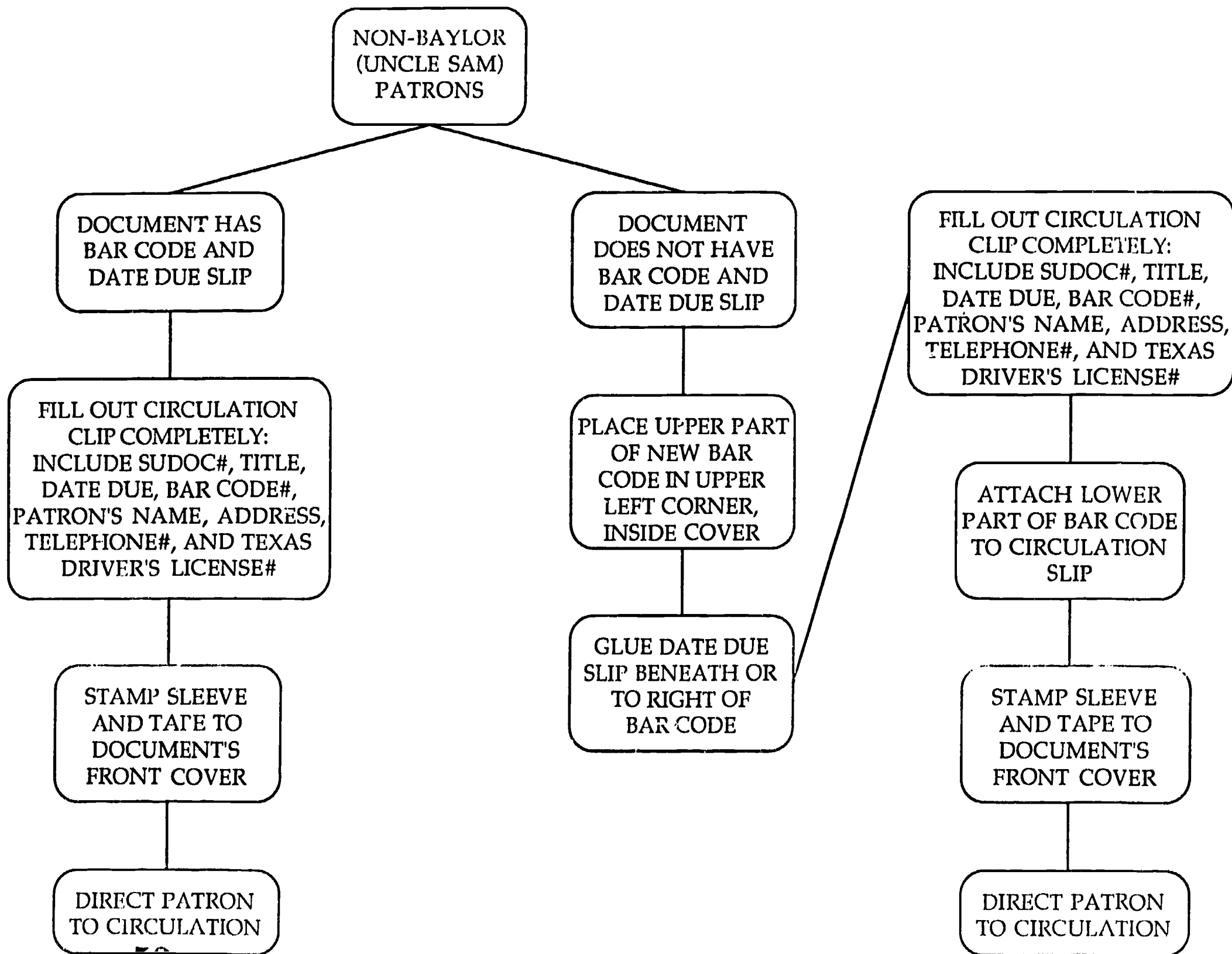
**Title:**

## child Care: A work Force Issue

**Bar Code:**

3 1263 00429 5843





**CIRCULATION AGREEMENT BETWEEN  
GOVERNMENT DOCUMENTS DEPARTMENT  
AND CIRCULATION DEPARTMENT**

1. Only circulated documents will be entered into CLSI, as its storage capacity is limited.
2. The Circulation Department will provide bar codes in a given range of numbers to the Government Documents Department. The Circulation Department will also provide magnetic strips to be placed in the documents.
3. The Government Documents Department is responsible for affixing bar codes, date due slips, and magnetic strips to documents before they circulate.
4. The Government Documents Department will enter documents into CLSI.
5. When an "Uncle Sam," or non-Baylor patron, checks out a document, standard procedures will be followed (see "Circulation Policy, Student Procedures, Non-Baylor Patrons"). A sleeve will be attached to the document identifying the document as a special loan item. The sleeve also grants permission to the individual to borrow materials without a Baylor I.D. (see "Circulation Policy, Student Procedures, Example B").
6. Circulation Periods
  - A. Baylor undergraduates, Baylor staff,  
"Uncle Sam" patrons.....Three Weeks
  - B. Graduate students.....Six Weeks
  - C. Baylor Faculty.....120 Days

Note: Special borrowing periods may be written on the sleeve of a special loan item.
7. Patrons will return all documents to the Circulation Department to be checked in on CLSI and resensitized. The Circulation Department will not remove any sleeves from documents.

Note: Government documents are occasionally borrowed from the Regional Library (Texas State Library). These publications will be stamped with a Texas State Library ownership stamp and contain a small yellow slip inside the document. The Government Documents Department will also place a sleeve on the publication to identify this special loan.

8. The Government Documents Department will delete the records of weeded publications from CLSI.
9. All returned government documents will be placed on preliminary shelving in the Circulation Department after check-in procedures have been completed. The Government Documents Department is responsible for collecting documents from this shelving.
10. The Circulation Department will provide the Government Documents Department with a monthly statement of circulated items.
11. The Circulation Department is responsible for notifying Baylor patrons concerning overdue materials.
12. The Government Documents Department is responsible for notifying "Uncle Sam" patrons concerning overdue materials.
13. The Circulation Department will provide the Government Documents Department with a shelf clearance list.
  - A. The Government Documents Department is responsible for checking the shelves for returned publications and notifying Circulation in writing.
  - B. The Government Documents **Shelf Clearance Report-Items Found** form will be used to communicate with the Head of Circulation. A copy will be kept in the Documents Department.

[Still need: Responsibility; Related functions; Summary.]

## CLSI Inputting for Government Documents Circulated

### I. Location:

CLSI terminals are located in the Reserve Room on the second floor and in the Circulation Department. Use these terminals at the convenience of the department visited.

### II. General Procedures:

The screen should always be left at the **PROCESS?** prompt between uses. If it is not at **PROCESS?**, type in "PROC" (from the ? prompt) or use the [escape] key (if not in cctitle) until the prompt appears on the screen.

#### A. Enter "cctitle"

You will enter two records in cctitle: a title (bibliographic) record and an item (barcode) record. Each item record is connected to a title record; more than one item record may be connected to the same title record. If there are two or more copies of the same document, the title record will be entered only once, with all item records for that title connected to the single title record. The connection is made by entering the item record immediately after the title record has been either entered or called up and quit.

Press the [caps lock] key before entering records to avoid using the [shift] key throughout the process. Numbers and symbols will not be affected.

To enter or change a title record, type in "t" and return. Enter the first seven characters of the author/title identifier. For documents, this consists of the first seven characters of the SuDoc number (letters, numbers, and punctuation). Do not use spaces. The computer will assign the last three characters of the identifier. The first record entered with any particular seven-character sequence will be assigned the ending characters "990;" the next with the same sequence will be assigned "980," and so on.

If a title record with the same author/title identifier has been previously entered, a summary of that record will appear on the screen. If this happens, type in "a" (for "add"). **CALL** will display.

There are thirteen fields in the title record. Only four are completed for government documents. Each time a piece of information is entered, the computer will respond with another field prompt. If the prompted field is to be filled in, then enter the requested information. If it is to be left empty, then do one of two things: either use [control]"N" to skip to the next record, or use [escape] to return to the ? prompt and enter the name of the next field desired.

The four fields to be filled in the title record are **CALL**, **TITLE**, **COST**, and **MATCLA**.

1. **CALL** -- Enter the complete SuDoc number, minus any copy number designation. Do not use spaces. Return twice when finished, as the computer will offer additional lines.
2. **TITLE** -- Enter the complete title. Place a colon between a title and a subtitle. [Return] at the end of each line. [Return] twice when finished.
3. **COST** -- Enter "55.55". This is the standard value entered for all government documents. The actual replacement charge (cost plus service charge) will be computed and changed only if it becomes necessary.
4. **MATCLA** -- "Materials Classification." Enter "d" for documents.

After entering these four pieces of information, store the title record by typing in the word "store."

Next enter the item record.

To enter or change an item record, it is necessary to have first entered or displayed the related title record.

Type "i" and return. Enter the fourteen-digit item number (bar code number), including spaces.

The three fields to be filled in the item record are **SCAT**, **Q CALL** and **CALLNO**. [For documents to be sent to Geology, a fourth field, "AGCY1," with default value "M00," will also be used.]

1. **SCAT** -- "Statistical Category." Enter the statistical category code from the chart.
2. **Q CALL** -- Enter the copy number.
3. **CALLNO** -- Enter the complete SuDoc number, using no spaces and including a copy number designation if applicable.

Do not fill the COST field in the item record.

Store the item record with the "store" command.

- B. Draw a line diagonally across the circulation slip to indicate that the record has been input.
- C. After entering all records, return to the **PROCESS?** prompt by typing in "PROC." Clear the screen with the [shift][clear] command; [return] to bring the **PROCESS?** prompt back onto the screen.
- D. Record the number of records input in the correct circulation space on the monthly statistics sheet ("Circ.-Baylor" for white slips, "Circ.-NonBaylor" for blue slips). Record the amount of time spent using CLSI in the "Computer hours - CLSI" space. Student Assistants initial each circulation entry they make on the statistics sheet.
- E. Put the white slips in the drawer of the documents circulation desk, labeled with the current month, where they will be retained for five months. Put the blue slips in the Uncle Sam file box located on the documents circulation desk.

### III. Geology Documents:

These are second copies of USGS publications which are sent to the Geology Library.

#### A. Enter the title record.

If the title record has been input previously for the first copy which remains in the Documents Department, then add the item record for the second copy to that title record. To do this, call up the title record onto the screen, then "quit" it before entering the item record. If the title record has not been input, then enter it in the usual manner. Remember, the call number in the title record does not include a copy number.

#### B. Enter the item record.

In addition to the usual three fields, the **AGCY1** field is also used.

- 1. **AGCY1** -- Enter "GEO." This replaces the "MOO," changing the location designation from Moody Library to Geology Library.
- 2. **Q CALL** -- Enter "2." The Geology copy is always copy two, regardless of whether or not copy one has been entered previously.

#### C. Record the number of Geology records entered on the monthly statistics sheet as "Distributed." Record the



## IV. GLOSSARY

### A. Useful Keys:

1. [Caps Lock]: It is useful to have this set on during the entire inputting process. Numbers and symbols are not affected, and it eliminates the need to shift repeatedly for titles. Turn it off when finished.
2. [Rub]: This key deletes the last figure typed (some keyboards may use [Shift][Rub] for this function). Hold down for continuous deletion.
3. [Shift][Clear]: This key sequence clears the screen (used at the end of a session.). Use [return] to bring the **PROCESS?** command back onto the screen.
4. [Escape]:
5. "\$": Within the inquiry process (see below), this postfix indicates a truncated piece of information. For example, in an inquiry by author/title identifier, an entry of "Sl.71\$" will cause the display of all records whose a/t id begins with these figures, regardless of what follows. An entry of ".Biography of the \$" will yield a display of all records whose title begins with these three words.  
  
**Warning:** Documents records on CLSI are only a small part of a much larger database. Responses to title or call number inquiries are not limited to government documents. Be very careful in truncating not to use too brief a truncation, or the response may be a very lengthy list of records.
6. [Control]" ": This key sequence interrupts the performance of a command. If you have inadvertently given the computer a command which will result in the display of a large number of records, use this key.
7. "Q": At the ? prompt, this command yields a list of possible responses or commands from which the inputter may choose.
8. [Control]"N": This key sequence will cause the display of the next record or the next function ("n" for "next").

## **B. Related Functions:**

### **1. Use of [Control]"N":**

- a. In the title record, the field prompt after **CALL** is **AUTHOR**. Since this field is not used for Government Documents, use the [control]"N" command to bypass the author field and bring up the prompt for the next field, which is **TITLE**.

b.

2. **Corrections:** To correct a field while entering it, use [rub] to backspace, then retype. To correct a field within a title or item record when not in that field, enter the field name and retype.

### **3. Deletions:**

### **4. Inquiries:**

### **Prefixes**

- Attachments: 1. Shelf Clearance--Items Found Form  
2. Ondemand Service Instructions  
3. Uncle Sam Letter

### **Overdues**

The Circulation Department is responsible for notification, fines, and charges to Baylor patrons for overdue materials, including government publications. The Documents Night Supervisor is responsible for certain other overdue procedures. These include searching the shelves for overdue publications, entering replacement charges into CLSI for all unreturned documents, and contacting non-Baylor (Uncle Sam) patrons concerning overdue materials. Baylor patrons may pay for lost books in the Cashier's Office. Non-Baylor patrons may pay for lost books in the Administrative Office of the library. If a patron would like to discuss charges for government publications, refer him to the Documents Librarian.

The Circulation Department runs a Shelf Clearance Report every Tuesday. If the report contains overdue government publications, Circulation sends copies of applicable pages of the report to Documents. Government publications are indicated by highlighting. Circulation specifies the deadline for price changes (usually the following Monday).

### **Procedure:**

1. Check the shelves for each document. Determine whether a document may be in an alternate location (e.g. a map or poster).

If the document is not in its usual place, check preliminary shelving. Also check the Government Documents sorting shelf on the first floor beside the Circulation desk to see whether the overdue document has been returned recently.

2. If a document is found on the shelf:
  - a. Verify that it is the same document by checking the bar code in the publication against the one on the printout. Write "On Shelf" and the date by the entry on the Shelf Clearance Report.
  - b. Complete a "Government Documents Shelf Clearance Report -- Items Found" form (see sample) with a carbon copy.
  - c. Take the document to the Circulation desk and have it checked in. Deliver the Items Found form (first copy) to the Circulation Librarian. Retain the carbon copy with the Shelf Clearance Report.

3. For each document which is not found, determine the correct cost. Note: If the cost has been changed previously (i.e., if it is listed on the clearance report as any amount other than 55.55), then no further change is necessary.

**To Determine Cost:**

- a. Check the Publications Reference File (PRF) microfiche. PRF is a periodically updated list of all publications currently available for sale by GPO. It is located beside the microfiche reader/printer. Use the section of PRF which is organized by SuDoc number. If the publication is available for purchase, record the domestic price on the Shelf Clearance Report. Note the source (PRF) in case later verification is necessary.

**b. GPO Publications**

If the publication is not available for purchase from GPO, but GPO is the publisher, then assess the cost according to GPO's Ondemand Service (see attached). This service provides photocopies of publications from GPO microfiche. The cost is determined by the number of pages: \$10.00 for the first thirty-two pages, plus \$2.00 for each additional sixteen pages or fraction thereof.

Obtain the number of pages for a publication from the Monthly Catalog entry. Sometimes the approximate year of publication can be determined from the call number, if there is a date or series number, or from the title. Otherwise use the cumulative indexes as needed. Record the entry number and the number of pages on the Shelf Clearance Record. Include introductory pages as well as text pages in the total number.

If a Monthly Catalog entry cannot be located (e.g., if the publication is too new and has not been indexed), then estimate the number of pages if possible by looking at other publications in the series. Note on the Clearance Report that the number used is an estimate.

**NTIS Publications**

If the publication is offered through the National Technical Information Service (NTIS) rather than through GPO, then locate the entry in Government Reports Announcements and Index. Use a current price table to get the cost; record the order number and the price on the Shelf Clearance Report.

- c. If no entry is available and no estimate can be made, do not change the price.

- d. For each price changed, add a \$5.00 processing fee to the replacement cost to get the total charge for the document. Note this total charge on the Shelf Clearance Report.
- e. To each United States Geographical Survey (U.S.G.S.) quadrangle map, assign a charge of \$7.50 (\$2.50 plus \$5.00 processing fee). The department will replace these maps through U.S.G.S. rather than through GPO.

Other maps which are not available according to PRF will be assigned costs based on estimated replacement cost, since a per-page charge is not applicable.

- 4. Change the cost field in the CLSI title record to the assessed charge. The cost field in the item record remains blank. Refer to the "CLSI Inputting Procedures" for instructions on making corrections or changes. Note the date the price changes were made on the Clearance Report and file the report in the "Overdues" file.

Baylor patrons will receive overdue notices and lost book charges through standard circulation procedures.

### **Unreturned Documents**

If an overdue document is not returned after two years, Circulation will notify the Documents Department. The Documents Department then will decide whether to reorder (if available), attempt procurement through Doc Ex or disposal lists, or withdraw the document permanently from the collection. See "Missing Documents" for instructions for replacement or withdrawal.

### **Uncle Sam Overdues**

Uncle Sam overdues (overdue documents checked out to patrons not affiliated with Baylor) are identified on the Shelf Clearance Report by the "Uncle Sam" in the patron-name location.

### **Procedure:**

- 1. Search the shelf for the document. If it is found, check it in and fill out an "Items Found" form as for any other document. Check the shelves carefully before contacting a patron. Keep copies of all correspondence in the "Overdue Letters" file folder.
- 2. If the document is not found:
  - a. Pull the blue checkout slip from the "Uncle Sam Checkouts" file located at the Documents circulation desk. This gives the name, address and telephone number of the patron.

- b. Telephone the patron.  
[Suggested conversation: Identify--name, "Gov.Docs. Dept. of Baylor Library". Title, due date. Inquire whether patron still has document. Request return or renewal within 2-3 days. Answer questions.]

If the patron is not at home but it is possible to leave a message, give your name, department and library, telephone number, and the number of documents overdue. Request a return call.

- c. Note the date called and the response received on the overdue notice.
- d. If you cannot reach the patron by telephone, send a dated Uncle Sam Overdue Letter (see sample letter). Keep a copy of the letter.
- e. Attach the blue checkout slip to the overdue notice for follow-up. Put a note in the Uncle Sam file box which states the SuDoc number and title of the overdue document and directs any staff person who checks the document in to give it to the Night Supervisor.
3. If the document is returned, write "R" across the blue checkout slip, place it in the drawer of the Documents circulation desk with the other slips entered during the month, and discard the overdue notice.
4. If the document has not been returned after one week, send a dated Uncle Sam Overdue Letter. If it has not been returned after one more week, send a bill.
5. The patron may pay for lost books in the Administrative Office of the library during regular business hours. The Administrative Office will notify the Documents Department when payment has been made. Write "PAID" across the department's copy of the letter and file it in the "Overdue Letters" file.

If a patron would like to discuss lost book charges, schedule an appointment for him with the Documents Librarian.

### **Faculty Overdues**

The Circulation Department does a shelf clearance for faculty overdues once a month. The Circulation Billing Assistant sends the Documents Department a list of government publications overdue to faculty members.

**Procedure:**

1. Check the shelves for the documents. Check preliminary shelving and the Documents sorting shelf on the first floor. If a document is on the shelf, verify that it is the same copy by checking the bar code.
2. Clearly indicate on the list which documents are on the shelf. Date and photocopy the list.
3. Fill out an "Items Found" slip, with carbon, for all documents found.
4. Return the overdue list to the Circulation Billing Assistant. Deliver the "Items Found" slip to the Circulation Librarian. Check in the document.
5. Attach the carbon copy of the "Items Found" slip to the copy of the overdue list. File it in the "Overdues" file.

Faculty overdues which have not been returned will soon appear on a weekly Shelf Clearance Report. Change prices when they appear on this report.

GOVERNMENT DOCUMENTS SHELF CLEARANCE REPORT:  
ITEMS FOUND

TO: Linda Cobbs, Circulation Librarian

The following Documents, which were listed as overdue on the Shelf Clearance Report run on \_\_\_\_\_, were located on our shelves.

| <u>Bar Code</u> | <u>SuDoc Number</u> | <u>Title</u> |
|-----------------|---------------------|--------------|
|-----------------|---------------------|--------------|

Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

GOVERNMENT DOCUMENTS SHELF CLEARANCE REPORT:  
ITEMS FOUND

TO: Linda Cobbs, Circulation Librarian

The following Documents, which were listed as overdue on the Shelf Clearance Report run on \_\_\_\_\_, were located on our shelves.

| <u>Bar Code</u> | <u>SuDoc Number</u> | <u>Title</u> |
|-----------------|---------------------|--------------|
|-----------------|---------------------|--------------|

Date: \_\_\_\_\_  
Initials: \_\_\_\_\_





# BAYLOR UNIVERSITY

MOODY MEMORIAL LIBRARY

Box 6307 • Waco, Texas 76796-0307 • (817) 755-2111

Dear

The following items are checked out in your name from the Government Documents Department and are now overdue. We have checked our shelves and are unable to locate them. Please return these items to the Documents Department immediately or you will be billed.

| <u>Sudoc #</u> | <u>Title</u> | <u>Date Due</u> | <u>Amount</u> |
|----------------|--------------|-----------------|---------------|
|----------------|--------------|-----------------|---------------|

For questions or to discuss lost book charges, call the Documents Department at (817)755-2111 ext.6730 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

You may pay for lost materials 8:00-5:00 Monday-Friday in the Administrative Office.

Please bring this letter with you when you come to the library.

**Government Documents Department  
Moody Memorial Library  
Baylor University**

**Interlibrary Loan-Borrowing, Government Documents**

**Interlibrary Loan**

Documents may be borrowed via normal Interlibrary Loan channels from any institution showing holdings. Generally the Texas State Library or the Texas Tech University Library will own the document, but very few of their holdings are listed on OCLC. It generally takes 10 to 14 days to receive a requested document.

**OCLC Holdings Symbols:**

Texas State Library--IKM  
Texas Tech University--ILU

**HOT Docs Consortium**

If a patron needs a document sooner than ILL can provide it, a request can be made to one of the HOT Docs Consortium members, the Texas State Library, or Texas Tech either by telephone or by fax. Please consult the HOT Docs Consortium Union List to see which institution selects the item or class desired.

**Telephone and Facsimile Machine Numbers:**

| <u>Institution</u>      | <u>Telephone</u> | <u>Fax</u>     |
|-------------------------|------------------|----------------|
| Abilene Christian Univ. | (915) 674-2477   | (915) 674-2202 |
| Hardin-Simmons Univ.    | (915) 670-1521   | (915) 677-8351 |
| Howard Payne Univ.      | (915) 646-2502   | (915) 646-1084 |
| Texas State Library     | (512) 463-5431   | (512) 463-5436 |
| Texas Tech Univ.        | (806) 742-2661   |                |

**Note:** If a document is loaned or borrowed, record a number count on a sheet provided in the Government Documents Procedural Manual-Statistics-Interlibrary Loan Statistics Sheet.

## **Interlibrary Loan-Lending Policy**

### **General Information**

The Government Documents Department is a select depository library for U.S. Government Documents. The majority of publications in the Government Documents Department are available for loan. The standard loan period is **six weeks** with no renewal privileges.

The Government Documents Department will not loan the following types of publications:

Reference Documents  
Journals  
Serial Set Volumes  
Microfiche

Sections or parts of the afore mentioned documents can be photocopied and sent on request.

### **Reference Service**

Answers to phone reference questions will be given as soon as possible. In depth reference service will be given as time permits, a 3 day research period may be necessary to complete a question or search. Answers to your questions may be returned by telephone, fax, or mail.

### **Interlibrary loan Request Formats**

Necessary information

Title

SuDoc number or Monthly

Catalog number

Publication Date

1. **Telephone:** (817) 755-2157

Government Documents Extensions

**6734**

**6735**

2 **Fax:** (817) 752-5332

a. Fax a message with:

Attention: Documents Department

b. Fax a standard paper ALA Interlibrary Loan Form. Fill out form completely.

3.   **Mail a Standard ALA Interlibrary Loan form**  
      Fill form out completely.  
      Public libraries may also send requests for  
      documents through their Major Resource Center.
4.   **OCLC Request**  
      Use a blank work form. (see example)

#### **Cost**

No charges assessed if a member of AMIGOS or public library supported by a Texas Major Resource Center.

If not a member of AMIGOS then each case is handled individually.

#### **Response and Turnaround Time**

|                              |   |
|------------------------------|---|
| Reference questions          | Twenty-four hour response time.                                 |
| In depth reference questions | Three day response time.  |
| Document Delivery-mail       | Nine days to fourteen days response time for interlibrary loan. |
| Document Delivery-Fax        | Twenty-four hour response time, limit of thirty pages.          |

**STUDENT MANUAL**

**Government Documents Department**

**September 1989**

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## Student Assistants - Introduction

Student assistants assigned to work in the Government Documents Department are an essential ingredient in supplying quality service to the public. A positive work attitude and a thorough knowledge of the position are essential to being a productive member of the organization.

Student assistants are responsible for the orderly function of the Government Documents Department and are accountable to the Documents Librarian and the Documents Administrative Assistant. Student assistants are expected to perform all assigned duties and any special tasks.

At the beginning of the semester each student assistant will provide a copy of their class schedule to the Documents Administrative Assistant. Scheduling of student assistants will be on a first-come, first-preferred basis. Those student assistants who delay reporting for work will receive less desirable work assignments. Any student assistant not reporting to work by the end of the first week of classes will be terminated.

If you are going to be absent or late please telephone the Documents Department at 755-2157. If you are late or absent on a weekend shift you should contact the Documents Librarian or the Administrative Assistant at home. Only 3 unexcused absences/tardies during a semester will be allowed, you risk losing your position if you violate this rule.

Your position as a student assistant is vital to the smooth operation of the Department. The work you perform is extremely important! It is important that you take pride in your work assignments and see that they are performed diligently. If the Documents Department is untidy, with books and trash lying about, it gives the appearance that we do not care about the library or the job that we are performing.

The pages which follow are designed to give the Documents student assistant a basic working knowledge of the Department. All major areas of the operation are covered. Remember to read "General Information for Library Student Assistants" also.

## POSITION DESCRIPTION

Student Assistant  
Moody Library

DEPARTMENT: Government Documents

POSITION: Student Assistant

REPORTS TO: Documents Librarian/Senior Documents Assistant

### SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Prepare books for circulation (tattle tape, bar codes, date due slips, etc.
2. Shelve publications.
3. File GPO microfiche
4. File maps and posters
5. Become acquainted with reference books and learn to assist patrons.
6. Clear carrels, index tables and shelves of used publications.
7. Maintain stacks in an orderly condition.
8. Read shelves for misplaced documents.
9. Check documents lists for needed publications.
10. Create duplicate lists for materials weeded from the collection.
11. Complete other tasks as assigned.

### QUALIFICATIONS:

1. Typing and filing skills.
2. Some knowlege of computer use.
3. Must be willing to work one 4 hour shift at night or on a week end each week.

### OTHER DESIRABLE QUALIFICATIONS:

History or Political Science majors are preferred.  
Friendly, outgoing personality.



### General Regulations

1. Students are expected to familiarize themselves with their work schedules and to work the hours assigned to them.
  - A. Schedule changes should be made at least 24 hours in advance with the Documents Librarian or the Administrative Assistant. Note of any change should be made on the blackboard with the name of each person involved and the dates. Changes for night shifts should also be cleared with the Night Supervisor. Students are allowed a maximum of 2 changes per month.
  - B. Absences due to illness, death in the family, or an act of God should be telephoned in as soon as possible. Unreported absences are unexcused no matter what the reason.
2. Students are expected to know the departmental work routines and to work on those tasks assigned to them.
  - A. Routine student assignments are explained to students when they begin work and a written copy will be posted.
  - B. Special assignments are explained to individual students. Thereafter each student is expected to work with a minimum of supervision.
  - C. Students are to follow the instructions given them in the performance of assigned duties. If you have questions or problems you should contact the Documents librarian, the Administrative Assistant or the Night Supervisor.
  - D. Students are not allowed to study during work scheduled hours. Permission may be granted after all routine and special assignments have been completed. Students facing difficult class assignments, important exams, or important personal occasions should seek schedule changes. During mid-term and final exam periods work assignments will be kept to a minimum; students are required to work during exams but the schedule is adjusted to accommodate study time and exams.
3. Students will help documents patrons whenever possible. Refer them to the Documents Librarian or the Documents Assistants only when the problem is beyond your capability.
4. Students are expected to perform their assignments diligently and within a reasonable amount of time. Personal conversations and friendly discussions should be minimal.
5. Student assistants are expected to exhibit maturity and sound judgement in their work habits. Repeated and/or continual

## SuDoc Numbers

Government publications are classified using the **Superintendent of Documents Classification System** or SuDoc system. This system is based on the principle of provenance. This means that publications are grouped together by government agency rather than subject or author.

Government documents are shelved according to their SuDoc call number. This call number is different from a Library of Congress call number or a Dewey Decimal number. SuDoc numbers are based on an alpha-numeric system and are not based on the decimal system.

The parts of a SuDoc number are given below:

|        |        |        |        |         |        |
|--------|--------|--------|--------|---------|--------|
| HE     | 3      | .2     | :J57   | /2      | /989   |
| Parent | Sub    | Series | Indiv. | Edition | Year   |
| Dept.  | Agency |        | Pub.   |         | Issued |
| OR     |        |        |        |         |        |
| I      | 19     | .16    | :2001  |         |        |
| Parent | Sub    | Series | Indiv. |         |        |
| Dept.  | Agency |        | Pub.   |         |        |

The following SuDoc numbers are arranged as they would appear on the shelves.

```

A 1.2/a: 381
A 1.2/b: 44
A 1.2/2: 200/2
A 1.10/a: 50
HE 20.6216: C 28/989
T 22.35/2: C 81/982/DG
T 22.35/2: C 81/2
Y 4.Sci 2: TT
Y 4.Sci 2: 96/TT
Y 4.Sci 2: 96/102
  
```

The series number may include a slash and a number or letter. A 1.2/b:44 is filed before A 1.2/2:200/2 since letters come before numbers when shelving in SuDoc order. The /b: represents a separate circular. The /2: represents a closely related circular.

In this example, the :C 81/982 is filed before C 81/2 because :C 81/2 indicates that it is a second edition of :C 81.

**Worksheet  
SuDoc Numbers**

**Put the following SuDoc numbers in proper shelving order.**

- A.   D 103.8:10/3  
      D 103.8:10/956  
      D 103.8:14/955  
      D 103.8:14/3
- B.    L 35.8:W 89  
      L 35.18:W 89  
      L 38.8:C 63/ Vol.  
      L 35.8:N 69/2  
      L 35.8:C 63/2/Vol.
- C.    S 18.2:Ag 3  
      S 1.114:Ar 1/3  
      S 1.2:Sci 2/3  
      S 1.114/2:989  
      S 18.1/2:945-982
- D.    T 22.35/6:978-82  
      T 22.35/5-3:957-84  
      T 22.44/2: 11-5/986  
      T 22.44/2:1244

## Opening and Closing Procedures

### Opening:

If you work on the Weekend or arrive at the Department before the full-time staff, you will have to go to the Circulation Department for the Key. **Immediately return the key to the Circulation Department. DO NOT LEAVE THE KEY IN THE CIRCULATION DESK DRAWER.**

### Upon entering:

1. Turn on all lights in the Department.
2. Do the inhouse usage count and record on the statistics sheet.
3. Change the statistics sheet.
4. Open door to stack area.
5. Start up CD-Rom in reference area.

### Close up:

1. Approximately 30 minutes before closing inform all Documents patron that the collection is closing, and that if they want to check materials out they have 15 minutes to do so.
2. Check the stack area for patrons and studiers. Inform them of closing time. Do not enter any blind stack alleys. Check duplicate exchange area and office, close door to area on leaving.
3. Make sure that the Department is neat and in order. Count and reshelve all indexes; place all other documents patrons have used on return shelf in reference area.
4. Shut down CD-ROM unit in reference area and check that all PCs are shut down. Turn radio off. Make sure both typewriters are off.
5. All book trucks should be returned to the work area.
6. Make a thorough check of stack area to be sure no one is left there. Close stack area door.
7. Shut off lights in Librarians office and in computer room, close door to computer room making sure it locks behind you. Turn off all other lights in office area. Stack area lights remain on.
8. Lock the door as you leave and return the key to Circulation, even if you will be opening the following day. You are not supposed to remove the key from the  
11th floor.

### Routine assignments for Student Assistants

1. Keep Documents Reference area neat and in order. The Documents Reference area includes:
  - A. The Monthly Catalogs
  - B. CIS Indexes
  - C. Documents reference shelves
2. Put security strips in all newly received documents. Do not strip the following:
  - A. pamphlets
  - B. publications under 10 pages
  - C. Materials with holes for looseleaf folders
3. Sort newly received documents and returned documents onto correct shelves in the preliminary shelving area. Pay particular attention to publications marked:
  - A. Country File
  - B. Gov. Pub. Ref.
  - C. Title & Do not Circulate
  - D. Vertical File
4. Circulation slips should be placed in the circulation box on the documents circulation desk.
5. Keep the documents work area neat and in order. The Documents work area includes:
  - A. The Documents reference desk
  - B. The student work table
  - C. The adjoining work tables

DO NOT DISBURB ANY FULL TIME EMPLOYEE'S WORK AREA.
6. All student personal effects should be kept in/on the storage cabinet.
7. All book ends, spacers, and documents in the stacks area should be picked up each day.
8. Students working nights or weekends will follow the opening and close up routines listed.

## STUDENT WORK ASSIGNMENTS

|           |  |
|-----------|--|
| Mary Ann  | C, CC, CAB, CR, CS, CSA, Y4.AG4-8, AP6, AR. Organize duplicates and make cards. Oversee DOE microfiche. CLSI<br><b>DOE assignment:</b> Rough-sort C's(5)                 |
| Bret      | D, E, ED, EP, FA, FCA, FEM, Y4.B 22-D 63., DTTP.<br>CLSI, Journal list.<br><b>DOE assignment:</b> DOE FC-LC  |
| Curt      | HE, HH, FTZ, GA, GP, GS, Y4.Ec 7-Et, Serial Set, Congressional Record and Globe. Shifting<br><b>DOE assignment:</b> DOE LETC-NBB   |
| John      | Y4.F 49-H 89. Maintain maps, posters, and pictures.<br><b>DOE assignment:</b> Rough-sort ORNL's(3)   |
| Debbie    | PR, PrEx, RR, S, SBA, SE, SI, Y4.Im 7-J 89. File microfiche, check in dailies, clean up Reference area, type duplicates exchange lists.<br><b>DOE assignment:</b> A's(2) |
| Jeffrey   | Y1's, Y3's, Y4.L 11-N 95, Y7's, Y10's, NF, NMB, NS, OP, P, PE, PM, GOV.PUB.REF. Transmittals and updates.<br><b>DOE assignment:</b> Rough-sort DOE ET's(3)               |
| Melissa   | T, TC, TD, VA, W, X, XJH, Y4.P 84-Sci 2. Corrections, Country File, Vertical File.<br><b>DOE assignment:</b> Rough-sort U's(4)   |
| Stephanie | I, IA, IC, ITC, J, JU, Y4.Se 2-St 2. Check incoming disposal lists.<br><b>DOE assignment:</b> P's (2)  |
| Amir      | L, LC, LR, MS, NAS, NC, NCU, Y4.T 19-W 36.<br><b>DOE assignment:</b> G's (2)   |
| Monica    | A, AA, AC, AE, FHL, FM, FMC, FT. Clean up Reference Area. Make cards for duplicates.<br><b>DOE assignment:</b> F's(2)  |

Students are expected to request additional tasks when they feel their assignments are complete.

Each student is responsible for shelving, maintaining, straightening, and shelf reading in his or her specified area.

All students will be assigned a section of DOE microfiche to place and file in order.

Students are also expected to help each other when necessary. If a student's area is in good shape, he or she should volunteer to help other students who are behind in their shelving.

### **Special Assignments**

1. The Documents Librarian and/or the Administrative Assistant and/or the Night Supervisor will assign each student several duties unique to that student.
2. The Documents Librarian and/or the Administrative Assistant and/or the Night Supervisor will explain each special assignment to the student orally. The student is then expected to perform the assignment as explained with a minimum of personal supervision.
3. The student will address inquiries regarding the assignment to either the Documents Librarian, Administrative Assistant or the Night Supervisor.
4. The student will inform the Documents Librarian or the Administrative Assistant as to the progress and completion of the special assignment.

### **Sorting Documents For Preliminary Shelving**

After the documents have been stripped they need to be sorted according to their designators:

1. SuDoc number - Normal handling, sort by class.
2. CF - Denotes Country File.
3. Title - Denotes a periodical. Do not place in the Sudoc number section.
4. GOV. PUB. REF. - Designated for the reference area.
5. Oversize - Should be shelved in the microfiche/map room.
6. Pamphlet box - Any small size publication should be placed in this box to be filed in the envelopes at the beginning of each section of Sudoc numbers.



### Departmental Statistics

The statistics sheet is kept at the circulation desk.

Keeping track of the number of patrons entering the Documents Department and the number of questions asked is a **VERY IMPORTANT** part of your job. In fact it helps to justify the Department's existence and your reason for employment.

Please make certain to count the actual number of patrons, questions asked, both reference and directional. Do not neglect to write down the telephone questions.

Anytime documents are picked up during the day or at night and sorted to preliminary shelving a count should be entered on the statistic sheet under inhouse usage. This includes microfiche and reference indexes.

See the sample statistics sheet following this page.

# GOVERNMENT DOCUMENTS DEPARTMENT

## CIRCULATION POLICY

### GENERAL PROCEDURES

#### I. General Procedures

- A. All government documents will be checked out and returned through the Circulation Department, Moody Memorial Library, first floor.
- B. Before circulating, each document must contain a bar code and a date due slip in the front of the publication. See Circulation Policy, Student Procedures.
- C. Baylor students, faculty, and staff may borrow documents. Citizens of the community at large, hereafter referred to as "Uncle Sam Patrons," are also welcome to borrow documents.
  1. Number of Documents permitted to be checked out:
    - a. Baylor.....30 Documents  
10 Maps  
5 Posters
    - b. Uncle Sam..... 5 Documents  
10 Map  
5 Posters
  2. Any publication leaving the Department, except for copying, needs to have a circulation slip, completed, including Interlibrary Loan.
- D. The following publications do not circulate outside the Government Documents Department:

Periodicals  
 Congressional Record  
 Serial Set volumes  
 War of the Rebellion series  
 Older documents and documents in poor condition  
 Popular reports such as the "Warren Commission"  
 Reference Publications  
 Microfiche  
 Country Files and Vertical Files

Note: There will always be exceptions to the rule. The Documents Librarian and the Senior Assistant may grant special permission for non-circulating documents to leave the Department. Refer special requests to borrow material to them.

## II. Circulation Periods

- A. Undergraduate, Baylor Staff,  
"Uncle Sam" patrons.....Three Weeks
- B. Graduate students.....Six Weeks
- C. Faculty.....120 Days  
Months

## III. CLSI

- A. CLSI input procedures are explained in depth in  
"Circulation Policies, CLSI Procedures."
- B. Total monthly circulation statistics are compiled by  
adding the circulation figures reported by the  
Circulation Department to the total of new documents  
entered during the month by the Documents staff. All  
input slips for both Baylor and "Uncle Sam" patrons  
are retained for a two month period. "Uncle Sam"  
patron slips (blue) are placed in the gray index box  
on the Documents reference desk and retained until the  
documents are returned. Statistics are reported to  
the Documents Assistant-Night Supervisor for the  
monthly report.

**CIRCULATION POLICY: STUDENT PROCEDURES****I. Baylor Faculty, Staff, and Students**

- A. If documents have bar codes and date due slips, direct the patron to the Circulation desk.
- B. If documents do not have bar codes and date due slips,
  - 1. Select the next bar code in numerical order from the supply in the reference desk. Place the upper portion of the bar code lengthwise at the left edge of the inside of the front cover (see example A). Glue a Documents Date Due slip in the upper right hand corner of the inside of the front cover (see example A). When performing these steps do not glue bar codes or Date Due slips over important information on the document.
  - 2. On a white circulation slip carefully enter the complete SuDoc number and document title. If a document has several titles, use your best judgment to choose the main title; ask another staff member if you have questions.
  - 3. Attach the lower portion of the bar code to the circulation slip so the information can be added to the CLSI computer.
  - 4. Direct the patron to the Circulation desk to complete check-out procedures.

**II. Non-Baylor (Uncle Sam) Patrons**

- A. If documents have bar codes and date due slips,
  - 1. Fill out all information on the Uncle Sam (blue) check-out slip: SuDoc number, title, due date, bar code number, patron's name, address, telephone number, and Texas driver's license number or a Texas State I.D.
  - 2. Tape a sleeve around the front cover of the document (see example B)
  - 3. Direct the patron to the Circulation desk.
- B. If documents do not have bar codes or date due slips, attach these items as described above. Complete the circulation slip, attach the sleeve, and direct the patron to the Circulation desk.

**Note:** Please apply these procedures conscientiously, as any patron who takes materials without Documents Date Due slips and bar codes (and sleeves, if necessary) to the Circulation desk will be sent back to our department to have the documents processed correctly.

If the patron is checking out a large number of documents, suggest that he or she return in a few minutes when you will have prepared the circulation slips. Do not allow impatient patrons to pressure you into working hastily and carelessly.

### Places to Look for Government Documents

Having the SuDocs number is only the first step in locating a document. The second is the actual "laying on of hands"; that is, finding the document.

The documents should be correctly shelved under its SuDoc number; not only are there exceptions to this rule, publications can also be misfiled and you should always look 8-10 publications ahead and behind of where you think a document will be. Exceptions are noted in the shelf list and on "dummies" placed on the shelves. Exceptions include:

- A. Documents kept in a special area or file:
  - 1. Title (periodicals & journals)
  - 2. Country File
  - 3. Vertical File
  - 4. Maps
  - 5. Oversize
  - 6. Pamphlets (filed at the beginning of each section\*)

If a publication does not appear in any of these locations then you should look by SuDoc number in the microfiche. The next step is to recheck the number in the index or catalogues to see if:

- A. The information is correct
- B. It is a depository document (it has a bullet or black dot next to the item number)

If there is a "bullet" or black dot then check the "items received" in the Shelflist file to see if we subscribe to this item series.

Other reasons and places to look for a publication are listed below:

- A. Preliminary shelving area.
- B. Return reference shelf.
- C. Book trucks waiting to be shelved.
- D. Publication may be a reference tool in GOV. PUB. REF.
- E. Publication may be sent to another department.

### Question Form

If the student is unable to help a client and neither the Documents Librarian nor the Documents Assistants are available, fill out this form. Write as much information as possible to help the Document Librarian locate the answer. Make sure the phone number is completed. Please print all information.

QUESTION:

Date: Today's  
Time: 12:00

Were camels ever used by the U.S. Military  
in the early West?

-----  
NAME: John Doe  
DEPT: Geology PHONE: 755-0000  
ADDRESS: 1111 1st Street  
Waco, Tx 76710  
-----

|                                |                                  |
|--------------------------------|----------------------------------|
| Taken by: <u>Bret</u>          | Reference (to 15 mins.)          |
| Completed by: <u>Sherry C.</u> | Search (15-60 mins.)             |
| Notified by: _____             | Problem (60+ mins)               |
| Received by: phone             | Bibliography                     |
| letter                         |                                  |
| <u>in person</u>               | Time greater than 60 mins. _____ |

-----

ANSWER: (Indicate time constraints of patron, if any)

| <u>REFERENCE TOOL</u>  | <u>KNOW<br/>LOCATION</u> | <u>READ IN MANUAL<br/>OR EXPLAINED</u> | <u>ATTEMPTED<br/>W/SUPERVISION</u> | <u>ATTEMPTED<br/>INDEPENDENTLY</u> |
|--|--------------------------|--|------------------------------------|------------------------------------|
| Statistical Abstract<br>U.S. Government Manual<br>Index to U.S. Government Periodicals<br>GAO Documents<br>Periodicals: Aging, Dept. of State Bulletin, FDA Consumer<br>Zip Code Directory<br>Cumulative Title Index to Monthly Catalog (1789-1976)<br>Cumulative Subject Index to Monthly Catalog (1900-1971) |                          |  |                                    |                                    |
| House Calendar<br>Congressional Record & Index<br>Cumulative Finding Aid & Fiche<br>Digest of Public Bills<br>Serial Set Index   |                          |  |                                    |                                    |
| Standard Industrial Classification Manual (SIC Book)<br>Industrial Outlook<br>Census of Population<br>Census of Housing<br>County Business Patterns<br>State & Metropolitan Area Data Book<br>County & City Data Book  |                          |  |                                    |                                    |
| Congressional Directory<br>Subject Bibliographies  |                          |  |                                    |                                    |
| Sourcebook of Criminal Justice Statistics<br>Crime in the United States (FBI Crime Reports)<br>Digest of Education Statistics<br>Agriculture Statistics  |                          |  |                                    |                                    |
| Budget of the United States Government<br>Economic Report of the President<br>Economic Indicators  |                          |  |                                    |                                    |

# STUDENT GUIDE TO DOCUMENTS DEPARTMENT REFERENCE SKILLS

18.

## REFERENCE TOOL

KNOW  
LOCATION

READ IN MANUAL  
OR EXPLAINED

ATTEMPTED  
W/SUPERVISION

ATTEMPTED  
INDEPENDENTLY

Monthly Catalog  
Infotrac print out  
Country File  
Green Sheets  
File of most asked questions  
Andriot

Steps to take when publication is not on shelf:

Is it out of place for some reason?  
Preliminary shelving  
Hold shelf

Has it been checked in?  
Items list  
Shelf list  
Kardex

Is it something other than a book?  
Maps  
Pamphlet file  
Vertical file  
Microfiche

Is it checked out?  
Refer patron to circulation

Introduction to United States Public Documents  
(List chapters completed and dates on back of this sheet)

Pages on Reference Interviews and Telephone Interview in Dept. Manual



## STUDENT GUIDE TO DOCUMENTS DEPARTMENT CLERICAL SKILLS

|   | <u>KNOW<br/>LOCATION</u> | <u>READ IN MANUAL<br/>OR EXPLAINED</u> | <u>ATTEMPTED<br/>W/SUPERVISION</u> | <u>ATTEMPTED<br/>INDEPENDENTLY</u> |
|---|--------------------------|--|------------------------------------|------------------------------------|
| Time sheet procedures                             |                          |  |                                    |                                    |
| Checkout procedures                               |                          |  |                                    |                                    |
| Telephone   |                          |  |                                    |                                    |
| Student manual                                    |                          |  |                                    |                                    |
| Dept. communication                               |                          |  |                                    |                                    |
| Safety procedures                                 |                          |  |                                    |                                    |
| Statistics and information on Student Worksheet   |                          |  |                                    |                                    |
| Procedure for reader-printer money                |                          |  |                                    |                                    |
| Location of materials in Documents Reference Area |                          |  |                                    |                                    |
| SuDoc system and shelving procedures              |                          |  |                                    |                                    |
| Location of offices and facilities in building    |                          |  |                                    |                                    |
| Mail sorting                                      |                          |  |                                    |                                    |
| Stripping and stamping procedures                 |                          |  |                                    |                                    |
| Duplicates exchange procedures                    |                          |  |                                    |                                    |
| Microfiche filing                                 |                          |  |                                    |                                    |
| Operation of Reader-printer machine               |                          |  |                                    |                                    |

## CD-ROM

Marcive GPO CAT/PAC is the **Monthly Catalog** in CD-ROM format. It is produced by MARCIVE, Inc. of San Antonio. The CD-ROM disk should be loaded each morning and taken out each night.

Place the CD-ROM disk in the player.

To load:                   At the C> type in CD\ROM (return).  
                              At the next C> type in CAT (return).

The screen will now display miscellaneous printing messages until the program comes up.

To leave:                   Press and hold down the ALT key.  
                              Press and release the END key in the number  
                              pad.  
                              Release the ALT key.

Remove the CD\ROM disk by pressing the open/close button.

NOTE: The off/on switches for the CD-ROM player and the PC are at the back of the machines. The off/on switch for the printer is on the right hand side.

### **Collecting Reader-Printer Money.**

The pouch for the money is kept in the top drawer of the Night Supervisor's desk. This is the only reason you have for opening the full time staff's desks.

1. After each transaction, accept money and place it in the zippered pouch.
2. Record the date, amount of money received, and your initials on the sheet of paper provided in the pouch.
3. Use the blue "Xerox Copying" forms for microfiche photocopies charged to a specific department. Have both the patron's name and the departmental account number being charged on the form. The departmental account numbers are different from the copying account number used for Special Services. Place the form in the pouch with the money. **Do not record the charge on the record sheet.**
4. If a patron has made photocopies and we cannot make change for the amount tendered, hold the copies at the Government Documents Circulation desk while the patron gets change.
5. **NO ONE IS ALLOWED TO BORROW MONEY FROM THE POUCH! No I.O.U.s.**

## WHAT TO DO IF MACHINE MALFUNCTIONS

### 1. PAPER JAM

Check paper feed to see where paper is jammed. If there is a paper jam, gently try to remove the trapped paper. The best technique is to grasp the jammed sheet firmly and evenly with both hands, as close to the caught edge as possible. A smooth continuous gently pull will usually remedy the situation. Do not jerk the paper, this will only create more problems. Also keep moving hands to a position close to the jam so as not to tear the paper.

### 2. COPY TOO LIGHT

- A. Check the microfiche. If it is stamped "best copy available" there is nothing we can do. Some microfiche are poor quality and the machine can not print what isn't there.
- B. Check the focus.
- C. Check the "density" dial to the left of the screen. It should be set at \_\_\_\_\_ for the clearest copies. Try adjusting up or down slightly to see if it affects copies.
- D. Check toner level. Add toner one bottle at a time if it is below 1/2.
- E. If all the above suggestions fail then call Mrs. Cook or send the patron to the reference department to finish copying.

## CONVERTING FROM MICROFICHE TO MICROFILM READER

- 1. Microfiche carriage is in Mrs. Cook's office on the bookcase under the outside window.
- 2. Remove microfiche carrier by pulling straight toward you. The carrier includes the x-y grid.
- 3. Pick up microfilm carrier with back facing you. Slide it on the metal bracket gently lifting the lens up to allow passage.

4. Rotate carriage 2/3 turn to the left. Plug cord into outlet located on back panel underneath the screen. (this is the hard part.) Finagle the plug one prong at a time to the right or left until it goes in.
5. Continue to rotate machine to the left until it faces you.

#### CHANGING PAPER SIZE

##### Canon 380

The canon 380 Printer works best with 8 1/2 x 11 paper but 11 x 14 paper is also available. Use this paper only if we are out of 8 1/2 x 11 or if a patron has numerous copies to make and is able to get two pages of text on one sheet. Follow procedures for adding paper. Replace 11 x 14 paper with 8 1/2 x 11 as soon as patron is through copying. Put leftover paper back in plastic sleeve, then in the box, and return to cabinet.

#### MICROFORM MACHINE PAPER ADDING PROCEDURE

##### Canon 380 Reader Printer

To add paper:

1. Remove the paper carrier, located at the back of the machine, by grasping firmly and pulling straight out.
2. Place carrier on flat surface.
3. Slide the paper restraining guides apart.
4. Get fresh paper (8 1/2 x 11 preferably) about 1/2" worth, riffle and roll-bend the fresh paper gently. Align edges and place shiny side down between paper restraining guides.
5. Slide restraining guides toward paper until they grip paper snugly. Then very carefully back guides away until foam buffers are just touching edges of paper.
6. Replace paper carrier by sliding straight in.
7. Replace leftover paper in black plastic envelope and put in cabinet. DO NOT leave paper exposed to light.

### **Position Guides**

- A. Documents Administrative and Automation Assistant
- B. Documents Cataloging and Automation Assistant
- C. Senior Library Assistant: Documents Evening Assistant
- D. Student Assistant
- E. Temporary Summer Employee



# BAYLOR UNIVERSITY

MOODY MEMORIAL LIBRARY

Box 6307 • Waco, Texas 76706-0307 • (817) 755-2111

## POSITION GUIDE

**DEPARTMENT:**

Government Documents

**TITLE:**

Documents Administrative and Automation Assistant

**REPORTS TO:**

Documents Librarian

**SUPERVISES:**

Two staff members  
Ten student assistants

**GENERAL DESCRIPTION:**

Acts as the assistant to the Documents Librarian. Manages the routine operation of the department. Administers the department in the absence of the librarian. Supervises the technical processing of all publications, utilizing the OCLC computer system, Baylis and various high technology data bases. Controls the work flow and directs the staff and student assistants in the handling of publications. Trains and supervises 2 full time staff members and 10 student assistants in the use of complex government indexes and commercially published indexes. Instructs patrons in bibliographic methods necessary to access government information. Manages the time/payroll records for the department.

**SPECIFIC RESPONSIBILITIES:**

1. Assists the Documents Librarian in the formulation of departmental policies and the development of routines and procedures.
2. Responsible for the public services of the Documents Department: schedules and participates in reference desk duty.

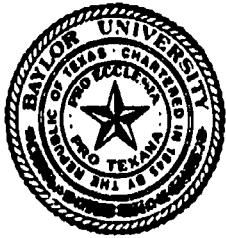
3. Responsible for the technical processing functions of the Documents Department, with specific responsibility for processing new publications received. Supervises the daily activities associated with these functions.
4. Screens student assistants for employment; supervises, schedules, trains, and evaluates student workers. Maintains employee files and pay records.
5. Trains full time personnel.
6. Orders and maintains office supplies and supplies for microforms reader/printer.
7. Conducts routine correspondence.
8. Maintains Documents Department monetary accounts.
9. Maintains computer printout from GPO for acquisitions of Government Documents.
10. Assists in planning and writing departmental manual.
11. Responsible for maintenance of all office machinery including liaison with repair personnel.

#### QUALIFICATIONS:

1. High School graduate, some college preferred.
2. Ability to communicate pleasantly and effectively with library patrons. Service-oriented.
3. Ability to supervise people.
4. Accuracy and neatness in all aspects of work.
5. Computer experience necessary.



6. Good administrative and clerical skills.
7. Ability to work independently.
8. Maturity; sense of responsibility.
9. Versatility and resourcefulness.
10. Knowledge of current and historical events in the United States.



# BAYLOR UNIVERSITY

MOODY MEMORIAL LIBRARY

Box 6307 • Waco, Texas 76706-0307 • (817) 755-2111

## POSITION GUIDE

**DEPARTMENT:** Government Documents

**TITLE:** Documents Cataloging and Automation Assistant

**REPORTS TO:** Documents Librarian

**SUPERVISES:** Student Assistants in relation to assigned duties

### GENERAL DESCRIPTION:

Acts as cataloging liaison between the Catalog Department and the Government Documents Department. Responsible for organizing and implementing a retrospective conversion project for cataloging Government Documents using full MARC record. Supervises the input of all Government Documents records into CLSI and BAYLIS. Completes all short MARC into full MARC records utilizing OCLC. Also responsible for updating the shelflist and Kardex files and stacks management.

### SPECIFIC RESPONSIBILITIES:

1. Assists the documents Librarian with the retrospective cataloging of government documents. Is the liaison between the Catalog Department and the Documents Department and will insure quality control of the full MARC record in the BayLIS system.
2. Assists with the teaching of bibliographic instruction for various levels of business courses and provides reference assistance to patrons.
3. Supervises the input of all government documents records into CLSI and BayLIS.
4. Responsible for keeping daily, monthly and annual statistics.
5. Types all shelflist cards for both paper and microfiche publications from the GPO and commercial sources, and maintains shelflist and Kardex records. Types correspondence as needed, either manually or on computer.

6. Responsible for collection inventory records.
7. Processes claims which includes completing and mailing the proper forms for non-receipt of depository and commercial publications, and keeping up-to-date items lists on MASS-11.
8. Helps with mail procedures. This includes:
  - A. Deliver publications to other library departments as needed.
  - B. Maintain department out-basket for mail.
9. Maintains the departmental reference collection. This includes:
  - A. Technical maintenance of commercial indexes and reference tools.
  - B. Supervises shelving and filing in area.
  - C. Insure proper display of documents.
10. Stacks management includes:
  - A. Overseeing filing of materials and assures accuracy in book stacks, reference area, and microforms cabinets.
  - B. Planning, in consultation with the Documents Librarian, future space needs and uses of these area.
11. Trains and supervises students, as needed, in daily routines and special projects.
12. Maintains file of missing documents and attempts to procure replacement copies from the Documents Expediting Program (Library of Congress). Keeps records of materials ordered, their status, and their disposition.
13. Performs other duties as requested.

**Note:** Work schedule will be flexible to accomodate special projects; possible Saturday work hours may be required.

#### QUALIFICATIONS:

1. Two years college (AA degree) or equivalent work experience.
2. Good organizational and clerical skills.
3. Knowledge of current and historical events in the United States.
4. Ability to communicate pleasantly and effectively.
5. Ability to supervise people.
6. Maturity and a sense of responsibility.
7. Ability to work independently.
8. Computer experience necessary.

8/18/89



# BAYLOR UNIVERSITY

MOODY MEMORIAL LIBRARY

Box 6307 • Waco, Texas 76706-0307 • (817) 755-2111

## POSITION GUIDE

DEPARTMENT: Government Documents

TITLE: Senior Library Assistant: Documents Evening Assistant

REPORTS TO: Documents Librarian

SUPERVISES: Student Assistants

### GENERAL DESCRIPTION:

Hours: 4:00 p.m. to 1:00 a.m. Sunday through Thursday during regular school sessions.  
2:00 p.m. to 11:00 p.m. Sunday through Thursday during summer school sessions.  
8:00 a.m. to 5:00 p.m. Monday through Friday during interims.

Location: Documents Department until 10:00 p.m.  
Music Library from 10:00 p.m. to 1:00 a.m. when applicable.

### Function:

- 1) Assumes independent control of all Documents operations between 5:00 p.m. and 10:00 p.m. Makes all decisions relating to Department during these hours.
- 2) Represents Moody Library Documents Department in relations with independent binding firm.
- 3) Coordinates department activities with daytime staff. Organizes and supervises student work.
- 4) Provides all necessary public services, primarily reference assistance.
- 5) Provides technical services, including binding, requesting and determining the disposition of some documents.
- 6) Enforces departmental and library safety procedures for the third floor.

## SPECIFIC RESPONSIBILITIES:

### Government Documents Department:

- 1) Acts independently after 5:00 p.m. within established departmental guidelines and makes decisions not otherwise covered.
- 2) Instructs Baylor students in the use of government documents through bibliographic search techniques. Provides reference assistance to McLennan County citizens and businesses.
- 3) Supervises, trains, and assigns work to 3.5 FTE student assistants in the technical processing, shelving, storage, and bibliographic retrieval of government documents.
- 4) Compiles lists of duplicate materials to be offered to other libraries. Mails lists to distribution centers and selected libraries. Sends materials to individual libraries upon request.
- 5) Procures replacement copies of missing documents from disposal lists received from other libraries.
- 6) Makes decisions on materials to be bound and on binding procedures. Contacts bindery firm, schedules pick-up dates, and negotiates any problems.
- 7) Helps formulate and write Departmental manual.
- 8) Collects appropriate acquisitions and usage statistics for departmental reports. Enters statistics into appropriate computer files. Produces final copy of statistical table for monthly and annual reports.
- 9) Reads relevant literature concerning specific subject areas and significant developments in the field to ensure excellent library service.
- 10) Performs shelf clearance procedures and price changes as requested by Circulation Department for unreturned documents. Contacts non-Baylor patrons by telephone or by mail concerning overdue documents.
- 11) Ensures compliance with library and departmental regulations. Coordinates security measures with Baylor security personnel.
- 12) Performs other duties as assigned or as necessary.

### Music Library:

- 1) Provides non-reference patron service after 10:00 p.m.
- 2) Makes hourly circulation to do the following:
  - a) Count and record population.
  - b) Check earphones and styli in the Music Library.
  - c) Check listening carrels on the remainder of the third floor.
- 3) Puts tapes on audio system, assists with tapes and recordings at carrels, and adjusts radio settings.
- 4) Completes closing procedures each night. These include the following:
  - a) Check all carrels for earphones and eight for styli.
  - b) Straighten up department.
  - c) Shelve all reserve materials.
  - d) Check graduate carrels (leave no one in the library).
  - e) Turn off audio equipment.
  - f) Turn off lights and lock doors.
  - g) Return keys to box in the mail room.
- 5) Performs other duties as assigned by the Music Librarian.

### Education/Training:

- 1) Undergraduate degree or work equivalent.
- 2) Some clerical work experience.
- 3) Accurate typing, 50 words per minute.
- 4) Computer skills preferred: word processing, spreadsheet.

### Personal Characteristics:

- 1) Ability to arrange complicated activities into sequential order.
- 2) Ability to communicate effectively with students and faculty.
- 3) Ability to work without direct supervision.
- 4) Supervisory skills.
- 5) Attention to detail.
- 6) Reliability, versatility, and resourcefulness.
- 7) Ability to meet with the public in a pleasant manner.
- 8) Maturity and common sense.
- 9) Sense of humor.

4/28/88

## **Disposal Procedures**

- A. Disposal Lists
- B. Offering Documents Through Disposal Lists
- C. National "Needs and Offers" Program
- D. Making Cards for Duplicates
- E. Acquiring Documents from Disposal Lists

## Disposal Lists

The Documents Night Supervisor is responsible for disposal lists. Student assistants may be assigned several of the steps, including recording entries and typing the lists. Responsibility for the quality and accuracy of the process remains with the Night Supervisor.

Documents determined to be no longer of value to the collection will be disposed of. This includes documents which are duplicated, superseded, outdated and not of significant historical value, or for other reasons not relevant to the needs of the patrons. The Department Head or other qualified Documents staff will make this determination based on the Department's collection development policy and in accordance with the guidelines for discarding set forth in Chapter 2, Section C of the Instructions to Depository Libraries (see attached).

Superseded or non-depository items will be sent to Sunbright Waste Paper for recycling (non-paper materials will go out with the regular trash) unless specifically designated to appear on disposal lists. A list of superseded items appears in Appendix C of the Instructions to Depository Libraries. An unlisted document may be considered superseded if it contains a specific statement to that effect. The determination of those documents which are superseded and therefore do not need to appear on a disposal list will be made by the person doing the weeding.

All other disposal items will be offered to other libraries by way of two programs: the **Duplicates Exchange Program** and the **Needs and Offers List**. The Duplicates Exchange Program is regional; lists of disposal items are sent to the Regional Library (Texas State Library) for distribution to other depository libraries in Texas and in neighboring states. The Needs and Offers List is national; lists of disposal items are sent to a central location and are then distributed to all depository libraries by GPO. Only those items which have already been offered at the regional level without being requested and which are of significant value will be offered on the national list. The appearance of an item on the regional list and permission from the Regional Library to discard the item satisfactorily fulfill depository requirements for disposal.



## **Offering Documents Through Disposal Lists**

### **I. Regional "Duplicates Exchange Program"**

#### **Guidelines**

The guidelines followed for this program are those in the Instructions to Depository Libraries, Chapter 2, Section C, and Guidelines for the Disposal of U.S. Government Documents -- Region II Libraries.

#### **Brief History of Baylor's Participation in the Duplicates Exchange Program**

- 1985 - The Government Documents Department's first disposal list was prepared and sent by Jeannie Oliver. Two lists were sent, with a total of four and a half pages.
- 1986 - Four lists were sent, with a total of seven pages.
- 1987 - Weeding began. Twenty-seven lists were sent, with a total of 233 pages. The department began boxing the documents for the duration of the holding period, and labeling and numbering the boxes. The department also began using index cards to record entries to be transferred to lists; a student was assigned to type the lists.
- 1988 - Twenty-five lists were sent, with a total of 234 pages. To improve accuracy in card-making, specific students were assigned to this process. The department began using a PC to enter and print lists.
- 1989 - Duplicates were no longer boxed during the holding period.

#### **Procedure**

1. Shelve weeded documents in the holding area in precise SuDoc Number order (see ...).
2. Record entries for the documents on 3"x 5" cards; make only one entry per card, following the guidelines given (see "Disposal List Entries").
3. List the entries in a MASS-11 document (Directory "Disposal Lists"). List in precise SuDoc order using the given format (see sample pages). Each list should be 4-10 pages long. During periods of extensive weeding, ten-page lists are generally advisable. A ten-page list consists of approximately 550 lines of type. Exceptions may be made for shorter microfiche or Serial Set lists.

4. Print a first draft of the lists. The Night Supervisor should check each list carefully for erroneous, ambiguous, or incomplete entries (see "Correcting Disposal Lists: Common Errors"). Check each questionable entry against the document itself. Make all necessary corrections.
5. Print and photocopy the lists. Do not use continuous-feed (tractor-feed) paper for disposal lists. The library's main photocopier will not accept it due to the perforated edges, and Texas State's may not either. Lists which cannot be photocopied will be returned. The automatic sheet feeder works well for printing lists. When using this attachment, you must change the DIP switch settings on the printer to accommodate the increased "form length." In addition to switches SW1-1,2,3,4 which are always on, turn switches SW2-1 and SW2-2 to the on position. Return them to their original position when you remove the sheet feeder attachment.

The cover sheet is in a separate MASS-11 document file (\*). Change the list number and date sent. Do not fill in the "available until" date. The State Library will assign this date and notify the Baylor Government Documents Department by letter. Six photocopies are required. The original is single-sided and remains unstapled. The six copies are double-sided, collated and stapled.

6. Distribute the lists as follows:

a. Original and one copy to Texas State Library

Duplicates Exchange Program  
Public Services Department, Room 300  
Texas State Library  
Box 12927  
Austin, Texas 78711

b. One copy to Texas Tech Library

Karen Gretzler  
Documents Assistant  
Texas Tech University Library  
Lubbock, Texas 79409-0002

c. One copy to each member of the HOT Docs Consortium:

Karen Hendrick  
ACU Library Documents  
ACU Station Box 8177  
Abilene, Texas 79699

Carolyn McClellan  
Documents  
Richardson Library  
Hardin-Simmons University  
2200 North Hickory  
Abilene, Texas 79698

Nancy Anderson  
Documents  
Walker Memorial Library  
Howard Payne University  
Brownwood, Texas 76801

d. One copy for the department's records.

The State Library will copy our lists and send them to other libraries throughout the state and in surrounding states. Advance notification to members of the HOT Docs Consortium gives them preference over other libraries in receiving our duplicates.

7. Compute the number of documents offered on each disposal list. Count each document individually, even if offered as part of a series. Count the individual publications within each bound volume (the binding process does not reduce the number of publications, but merely makes them easier to handle).

Enter the total figure on the monthly statistics sheet as "Withdrawn."

8. Wait for receipt of the disposal date from Texas State Library. The notification letter should arrive within four weeks after the lists are sent. The disposal date is generally several months after the date the lists are sent. At the same time that TSL sends notification of the disposal date, it will also indicate whether it needs any of the documents offered. Do not fill other requests until disposal date and requests have been received from TSL. Date all requests when received.

9. a. Fill requests in order of priority:

- 1) Texas State Library (Baylor's Regional);
- 2) Texas Tech Library (Texas' other Regional). Since the Texas Tech Library receives a list first, assume that it does not need any documents if it has not responded by the time general requests begin to arrive;
- 3) Member libraries of HOT Docs Consortium;
- 4) All others in order of receipt.

- b. On the request lists, check off those documents being sent. If a document is no longer available due to a previous request, note this in the margin ("sorry, no longer available"). This note should never appear on a request from the State Library, since they have first choice of everything offered.

If a library's entire request is unavailable, do not notify the requesting library. Write "not available" on the first page of the list and file it in the "Disposal List Requests" folder.

- c. Retain a photocopy of each request filled. Return the original in the shipment.
  - d. Record the name of the library, the date sent, and the number of boxes or parcels sent in the "Postage Reimbursement Received" notebook. Upon receipt of reimbursement, record the amount and date. Send the reimbursement (postage stamps or check) to the Administrative Assistant, noting for her information that the contents are "postage reimbursement for documents sent."
  - e. Documents requested by libraries which are members of the Association for Higher Education (AHE) can be sent via AHE Courier instead of by mail (see "AHE Depositories"). Contact the Interlibrary Loan office in the Reference Department to send documents in this manner. Record the name of the library and the date sent in the "Postage Reimbursement Received" notebook and write "AHE Courier" in the column entitled "Date of Reimbursement."
10. When the disposal date arrives, box all unrequested paper documents (with the exception of any which have been designated to appear on a national list) to be sent to Sunbright. With a marking pen, write "Sunbright -- GPO" on each box. Sunbright collects on Thursdays. After receiving clearance from Circulation, take the boxes down to the mail room located behind the Circulation Department. Stack them neatly in the designated area with the labelled side facing out.

Delete disposal lists from the computer file after the expiration date has passed.

#### Notes:

Throughout the process, precision is essential. It is awkward at best if the department offers a document and cannot produce it if requested.

The suggestion is made from time to time to use writing pads instead of index cards to record entries for disposal lists. This possibility has been tested, and the general consensus has been that cards have an advantage over note pads because they can be sorted and rearranged. The usage rate is approximately two to three inches of cards per list.

**Additional Materials: (Duplicates Exchange Program)**

1. Guidelines

-- Instructions to Depository Libraries Chapter 2 Section C.

-- Guidelines for the Disposal of U.S. Government Documents -  
- Region II Libraries.

2. Diagram of Holding Area.

3. "Disposal List Entries" Instructions. Sample Entry Card.

4. Sample First and Second Pages, with Representative Entries  
and Typing Notes.

5. AHE Depositories.

6. Correcting Disposal Lists: Common Errors.

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# Regional Depositories

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## Chapter 2

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### A. Designation

Libraries designated to be Regional Depositories must already be depositories, and signify their interest to be designated a regional. Designation as a Regional Depository requires prior approval by the library authority of the State or Commonwealth. A U.S. Senator or Resident Commissioner, in the case of a Commonwealth, must make the designation. No more than two Regionals may be designated for each State or Commonwealth.

### B. Responsibilities

In addition to fulfilling the requirements of selective depositories, Regional Depositories must receive and retain at least one copy of all Government publications made available under the Depository Library Program either in printed or microform copy (Regionals may discard depository materials that have been authorized for Regional discard by the Superintendent of Documents).

The principal responsibility of a Regional Federal Depository Library is to ensure the comprehensiveness and integrity of the State's or region's depository resources. This is accomplished in two ways: first, purposeful collection development on the part of the Regional aimed at developing a comprehensive Government documents collection under the control of the Regional library; second, supervising the discard process in the State or relevant region to ensure that documents

of use are retained or offered to other selectives.

Within the region they serve, designated Regional depositories must provide interlibrary loan and reference service to both depository and nondepository libraries.

### C. Discards

Title 44, United States Code, Section 1912 authorizes Regional Depositories to permit selective depository libraries (other than Federal agencies) for which they have responsibility, to dispose of Government publications which have been retained for at least five years. Discarding is a privilege granted by the Regional and not a right of the selective. The Regional Library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time.

Upon request for permission to dispose of publications the Regional Library should ask the selective depository to prepare a list of the publications, showing the current item number, series title, Superintendent of Documents number, extent of the holdings to be disposed of, etc. The Regional Library should issue detailed written instructions to its selective on the discard procedures they are to follow. The Regional Library will issue these special instructions with the concurrence of the Superintendent of Documents. The instructions should only deal with procedures deemed necessary for the efficient



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## Chapter 2

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operation of depositories within their jurisdiction, to enable the libraries to better serve the needs of the community. Ideally, such instructions are part of a State Plan and they have been negotiated between the Regional Library and the selective libraries.

The Regional Librarian will check the disposal lists for any publications which may be missing from the Regional documents collection. The Regional should ensure that at least one copy of all Government publications made available through the Depository Library Program, either paper or microfiche format, (except those authorized to be discarded by the Superintendent of Documents) is retained by a depository within the State or region. In reviewing the discard lists, the Regional Librarian should keep in mind that the intent of the law is not just that the Regional itself should have a comprehensive collection, but that discarding does not significantly erode the effectiveness of the State's Federal Depository Library resources. It is acceptable for a Regional to refuse a selective's discard request if it is felt that the publications offered for discard should be available in that part of the State, or that the State as a whole should have more than one (regional) copy of that particular publication, or for any other justifiable reason.

Selective depository libraries must be instructed that disposition of unwanted Government documents should be made in the following prescribed manner. Publications should be first offered to other depository libraries in the State or States

served by the Regional, then to a nondepository library or educational institution in the area which would be able to make them available to the public. Failing to find such a recipient after following this prescribed procedure and after making a reasonable effort, documents may be disposed of in any appropriate manner. However, if such disposition takes the form of a sale, either as second-hand books or waste paper, the proceeds with a letter of explanation should be sent to the Superintendent of Documents, **since all depository publications remain the property of the United States Government.**

In order to avoid any future misunderstandings or problems between the selective and the Regional, Regionals should retain the selective's discard lists for three years after the discards have been made.

Regional depositories also have the authority to instruct selective depository libraries regarding the disposition of publications in the event that a library relinquishes its depository privilege. This disposition should be made as noted above, although depository libraries may be permitted to keep some publications when the depository status is terminated.

### D. Regional Administration

Regionals as well as selective depositories have the right to selectively house depository materials at locations other than the designated library. If the selective housing site is outside the administrative control of the head librarian of

# GUIDELINES FOR THE DISPOSAL OF U.S. GOVERNMENT DOCUMENTS

## REGION II LIBRARIES

### I. Documents Received Through the Depository Distribution Program.

- A. Depository libraries wishing to dispose of any publications received as part of the depository program and retained for at least five years must ask permission from the regional depository (Texas State Library) by preparing a disposal list which can be circulated to other libraries. The list will be copied and circulated by the State Library. All publications which remain unclaimed after a specified date may be thrown away.
- B. The State Library will notify the depository library if certain publications should be retained for a longer period.
- C. Depository documents in hard copy for which microfiche has been substituted must also be listed.

### II. Documents Not Received Through the Depository Distribution Program.

- A. Government publications received through sources other than the depository program may be disposed of in any manner at any time. These include publications received as gifts or donations and publications received on subscription.
- B. Depository librarians are not required to secure permission before disposing of non-depository items or to notify the State Library of disposal.
- C. It is strongly recommended that non-depository items of permanent research value be offered to other depository libraries by means of the disposal list.

### III. Special Cases: Superseded Documents and Bound Volumes.

- A. Documents which have been superseded, whether depository or non-depository, may be discarded in any manner. For further assistance, see "List of Superseded Depository Documents" (GP3.26:D44/977/app.C). Examples of superseded documents which may be discarded are given below.

Revised 9/86  
53/dispose2.1



### III. Special Cases (cont.)

1. Any publication upon receipt of a revised edition.
2. Pages from looseleaf publications that are replaced by new pages.
3. Annual or biennial publications of a statistical nature which merely revise figures or information and bring them up to date, such as Index of Specifications and Standards, Light Lists, etc., upon receipt of a new issue. It does not apply to annual reports of departments and agencies, each of which covers the activities of the organization for a specific period of time.
4. Material which has an expiring-effect date, such as Civil Service examination announcements. Only the latest issues of such materials need to be kept.
5. Any publication which is superseded by another which is stated to contain similar information.
6. Calendar of the House of Representatives, upon receipt of a new issue. However, the Monday issues contain an index while the other issues do not. The final issue of each session of Congress should be kept. All issues of the Senate Calendar of the current Congress must be retained since this publication is not cumulative.
7. Commerce Business Daily ninety days after receipt.

B. Documents which are received later in bound form may be discarded in any manner. Examples of documents received as separates and later in bound form are given below. Discard separates only after bound volumes have been received.

1. Daily Congressional Record.
2. Slip laws. You may wish to retain the slip laws for checkout even after the bound Statutes at Large are received.
3. Separates, upon receipt of final bound volume. You may wish to retain some separates, such as census materials, for checkout, even after the bound volumes are received.
4. Senate and House reports and documents upon receipt of the serial set volumes. You may wish to retain these separates for checkout even after the serial set volumes are received.

## Instructions for the Preparation of Disposal Lists

The Depository Act, revised April 1977, states, "Depository Libraries which are served by regional depositories may dispose of publications which they have retained for at least 5 years with the permission of and in accordance with instructions from the regional depository which serves their area." Accordingly, please note the following guidelines for the disposal of your documents and the preparation of disposal lists.

1. Permission must be requested to dispose of documents you have retained at least five years.
2. Do NOT send documents to us unless requested to do so.
3. Prepare a disposal list of documents you wish to discard (see attachment).
4. Send two copies of all disposal lists to the Texas State Library: the original and one copy. We cannot print copies without the original. By original, we mean no photocopied pages; this includes the cover letter. Any list submitted without the original will be returned.
5. The print should be clear and dark enough for photoduplication. It should be printed on an 8 1/2" x 11" sheet of paper, on one side of the page only.
6. Each disposal list should be accompanied by a cover letter. The cover letter should be typed and should contain the following information:
  - a. The name and address of the library preparing the disposal list.
  - b. The date and the number of the disposal list.
  - c. Procedures for identifying desired documents (checking, circling, etc.).
  - d. Specific requirements for postage or transportation cost reimbursement. If you require no reimbursement for shipments costing under a certain amount, note that amount. Be specific.
  - e. Space for including the deadline date. The Texas State Library will supply a deadline date prior to printing the disposal list. Notification will be sent to the depository library informing them of the deadline date that we have assigned to the list.

(A sample of our cover letter is attached.)

7. The format of the disposal list should be kept as simple as possible. Essential elements to include are:
  - a. SUDOC classification number.
  - b. Title of monograph or series; an abbreviated version may be used.
  - c. Date of publication.

It is extremely helpful if publications are listed in order, by their SUDOC classification numbers.

8. Unusual problems in listing, such as runs in which the numbering system is difficult to follow, or incomplete runs, may be dealt with in any manner which will allow the material to be readily identified by other librarians.
9. If volumes have been bound by individual libraries or if the publications are in poor but usable condition, please note that fact on the disposal list.
10. Keep the disposal list short, no more than 4-10 pages. Experience indicates that long lists tend to go unchecked and very short lists are too expensive to reproduce.
11. When the Texas State Library receives the list, we will check it against our holdings and ask you to send us those documents we lack.
12. We will circulate your list to Texas depositories and to selected depositories outside the state.
13. Depository libraries will notify YOU as to which documents they want. You will send the appropriate documents directly to them. They will pay the cost of transportation, usually by book mail. First fill requests from the Texas State Library, then Texas Tech, then all other depository libraries.
14. All depository publications remain the property of the United States government. Those documents not requested by a library by the deadline date may be discarded. If they are sold, either as second-hand books or as waste paper, the proceeds, with a letter of explanation, should be sent to the Superintendent of Documents.
15. You do NOT need to inform us as to the final disposition of the documents.
16. Statistics on the activities of the disposal program needed for the Government Printing Office biennial report and for internal use should be kept.

# TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING  
BOX 12927, AUSTIN, TEXAS 78711



Texas State Library  
and Archives Commission

Oct. 15, 1985



Dorman H. Wintrey  
Director and Librarian

Disposal List No. 85-4

The following materials are available from the Texas State Library. Please circle the items needed in red, and return the list with a self-addressed mailing label(s). Please reimburse shipping or handling charges; postage stamps are acceptable. All requests will be filled on a first-come, first-served basis until \_\_\_\_\_.

Requests and correspondence may be sent to:

Duplicates Exchange Program  
Public Services Dept.  
Texas State Library  
Box 12927  
Austin, Texas 78711



AN EQUAL OPPORTUNITY EMPLOYER

1836-1986

Administration  
Administrative Services  
Archives  
Data Processing  
Blind and Physically Handicapped

(512) 463-5460  
(512) 463-5474  
(512) 463-5480  
(512) 463-5481  
(512) 463-5458

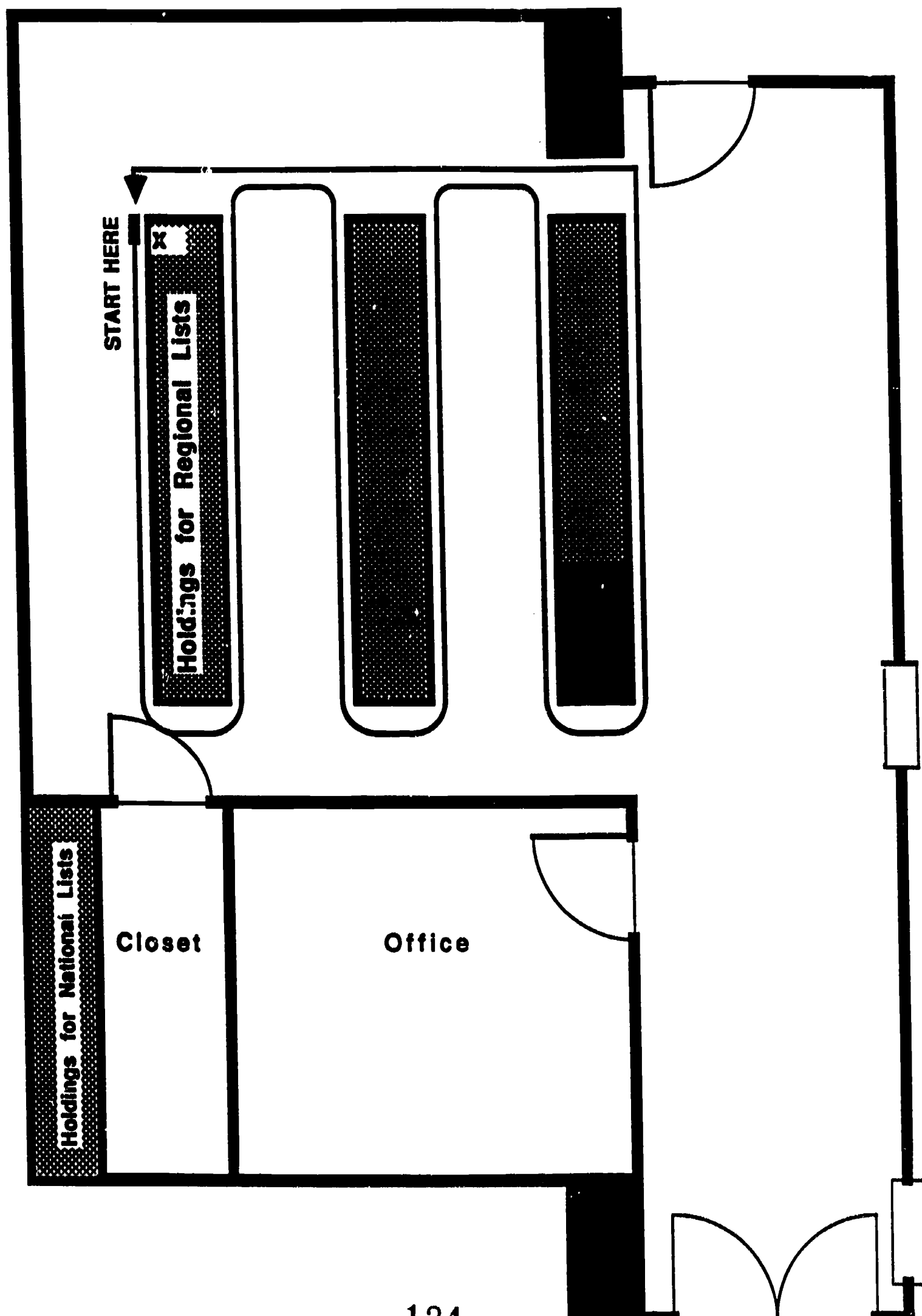
122

Information Services  
Library Development  
Local Records  
Records Management

(512) 463-5455  
(512) 463-5465  
(512) 463-5478  
(512) 454-2705

| <u>SUDOC#</u>            | <u>TITLE</u>   |
|--------------------------|--|
| C 3.5: St8/1             | Special Reports. Street and Electric Railways, 1902.   |
| C 3.24: 954/v.1          | U.S. Census of Manufactures, 1954. Summary Statistics. Subject Matter Summaries of Statistics for Industries and Geographic Areas. |
| C 3.24: 963/v.4          | 1963 Census of Manufactures. Indexes of Production.  |
| C 3.24/9-2: 966          | Annual Survey of Manufactures, 1966.   |
| C 3.31/4: 954/v.1/pt.24  | U.S. Census of Agriculture: 1954. Counties and State Economic Areas. Louisiana.  |
| C 3.134/2: C83/2/977     | County and City Data Book. A Statistical Abstract Supplement.  |
| C 3.134/5: 979           | State and Metropolitan Area Data Book. A Statistical Abstract Supplement.  |
| C 3.216/5: 963/v.1       | 1963 Census of Mineral Industries. Summary and Industry Statistics.  |
| C 3.224/9: 960/1         | U.S. Census of Housing. U.S. Summary.  |
| C 3.224/9: 960/4         | U.S. Census of Housing. Arizona.   |
| C 3.224/9: 960/5         | U.S. Census of Housing. Arkansas.  |
| C 3.224/9: 960/20        | U.S. Census of Housing. Louisiana.   |
| C 3.224/9: 960/33        | U.S. Census of Housing. New Mexico.  |
| C 3.224/9: 960/38        | U.S. Census of Housing. Oklahoma.  |
| C 56.251/5: 972/44       | Census of Retail Trade. Major Retail Centers in Standard Metropolitan Statistical Areas. Texas.                                    |
| C 56.251/6: 972/v.2/pt.1 | 1972 Census of Retail Trade. Area Statistics. U.S. Summary, Alabama-Indiana.   |
| C 56.251/6: 972/v.2/pt.2 | 1972 Census of Retail Trade. Area Statistics. Iowa-North Carolina.   |

# DIAGRAM OF HOLDING AREA FOR DISPOSAL LIST DOCUMENTS



## DISPOSAL LIST ENTRIES

Each entry must have:

1. Complete SuDoc number.
2. Complete title.
3. Date.

The sole exception to this is the Serial Set, which requires only the Serial Set number (no title, no date).

Copy number is not part of the SuDoc number and should not be included.

Other notations which may be required:

1. "(bd)" All bound volumes should have this notation.  
eg: A 1.9:301-350 (bd.) Farmer's Bulletins  
                  :351-357 " (1915-1917)  
                  :376-400 "  
                  :401-425 "
2. "(2c)" Number of copies greater than one should be noted, though copy number ("/c.2") should not.
3. Alternate format (eg: microfich, poster, map) should be noted in brackets at the end of the title BEFORE the date.
4. "STATE NEEDS" This should be noted in a series entry if numbers are given in a run (1-25) rather than individually listed (41, 86, 98, 123, 125). Note this after the title and date.
5. "Poor condition"

Date consists of year only, except in the case of periodicals. These are issued more than once a year and usually have a volume and issue number. For periodicals, date is as listed on the magazine (month/year, spring/summer 1946, etc.).

Date can often be found on or inside the front cover, on the title page, or on or inside the back cover. For those few which absolutely do not have dates, note this on the card ("no date"). If the date is included in the title, it does not need to be repeated. However, if the title date and publication date differ by more than two years, the date of publication must be included.

Agency name is generally not necessary unless it is part of the title or series specification. If subtitles are present, include them only when necessary to distinguish from other publications (eg: "1980 Census of the Population-Geographic Area Series-Delaware").

Writing must be legible, as someone perhaps unfamiliar with your handwriting will be typing from the written entry. Proper names, geographic locations, obscure diseases, parasites, etc. must be particularly clear.

A series of documents can be listed on one card as a single entry. A series will always have the same stem, but not everything with the same stem is a series. A series must have a series name. This may be a periodical title (eg: S 1.3:83/2076-2081 Department of State Bulletin (July-Dec. 1983) State Needs), a type name (eg: A 1.4/2:101-200 USDA Circulars (1929-1932) State Needs), or any other title in common (eg: HE 20.3615:6,7,8,11,12,18,19 Bibliography of the History of Medicine (1970-1983)). If there is no series name on the publication, they are not a series. A common issuing agency does not signify a series.

A standard continuous run can be listed with beginning and ending numbers only (see ex. 1). However, if the documents offered are only randomly-spaced parts of a series (see ex. 2) or if they have an unusual numbering sequence (see ex. 3), they must be listed individually on the series card.

- |   |  |
|---|--|
| 1. C 8.3:92-100                                     | Bureau of Labor Bulletins (1911-1912)                    |
| STATE NEEDS   |  |
| 2. C 6.7:5/2,7,8,26,48                              | Bureau of Fisheries Economic Circulars<br>(1917-1921)    |
| 3. Y4.Ap 6/1:Ag8/954/<br>pt.2-5; Ag8/966/pt.<br>2-5 | Department of Agriculture Appropriations<br>(1954, 1966) |

### Series Dates



DISPOSAL LIST 89-9

August 7, 1989

The following materials are available on exchange. Please circle or specify in red those items needed and return the list with a self-addressed mailing label. Please reimburse postage, if over \$2.00 by sending stamps, check, or money order payable to Baylor University.

Materials will be available until \_\_\_\_\_.

Requests and correspondence may be sent to:

Kathleen Walls  
Documents Department  
Moody Library  
BU Box 7148  
Baylor University  
Waco, Texas 76798-7148

Baylor Disposal List 89-9

|  |  |
|--|--|
| I 28.7:17/3  | The Effect of Stemming on the Efficiency of Explosives [poor condition] (1928)         |
| I 28.7:713/prt.2   | The Coal Industry of Brazil: Part 2 Technology of Mining and Preparation (1951)        |
| I 28.86:1/1-6,index; 2/1-6,index; 3/1-6,index; 4/1-6,index               | Synthetic Liquid Fuels Abstracts (1948-1951) S.A.T.E. NEEDS                            |
| I 32.2:M 34(2c.)   | Final Report of the Marketing Division Petroleum Administrative Board (1936)           |
| I 49.2:G 78/manual   | Gravel Removal Guidelines Manual for Arctic and Subarctic Floodplains (1980)           |
| I 49.24:In 3   | General Information (1982)   |
| I 49.24:1,5  | Laws and Regulations for Protection of the Commercial Fisheries of Alaska (1941, 1942) |
| I 49.24:(7-12)(bd)   | Fish and Wildlife Service Regulatory Announcements (1947)                              |
| I 49.24/2:976-77, 977-78, 978-79, 979-80, 980-81, 981-82, 982-83, 983-84 | Summary of Federal Hunting Regulations: General Information (1976-84)                  |
| I 49.24/3:976-77, 977-78, 978-79, 979-980, 980-81                        | Summary of Federal Hunting Regulations: Atlantic Flyway (1976-1981)                    |
| I 49.24/4:976-77, 977-78, 978-79   | Summary of Federal Hunting Regulations: Central Flyway (1976-1979)                     |
| I 49.26/2:1/1  | Fishery Industrial Research Vol.1 No.1 (April 1963)                                    |
| I 53.19:01 5/979/v.1,2   | DEIS OCS Sale No. 49 (1978)  |
| I 53.19:01 5/2/977/v.1(2c.),2,3  | DEIS OCS Sale No. 42 (1976)  |
| I 53.19/2:01 5/2/v.1,2,3   | FEIS OCS Sale No. 40 (1976)  |
| I 53.19/2:01 5/6/v.1,2,3,4   | FEIS OCS Sale No. 42 (1977)  |
| IC 1.act.5:973   | The Interstate Commerce Act, Together with Texts of Supplementary                      |

IC 1.1:895, 901

Acts and Related Sections of Various  
Other Acts (1974)

Annual Report of Interstate Commerce  
Commission (1896, 1902)

IC 1.6/2:1-27(bd), 28-35(bd)  
36-64(bd)

Table of Cases and Opinions of the  
Interstate Commerce Commission  
(1914)

IC 1.14:914-916, 916/2, 917-922,  
924-930

A Preliminary Abstract of Statistics  
of Common Carriers (1915, 1916,  
1918, 1920-22, 1923, 1925-1931)  
STATE NEEDS

J 1.14/2:F 49, 49/5

How to Take Fingerprints (1924,  
1930)

J 1.14/7:960, 961(2c.)

Crime in the United States

J 28.2:G 76

Monographs Grand Jury Reform: A  
Review of Key Issues (1983)

J 28.2:G 76/2

Research Report, The Role of the  
Grand Jury and the Preliminary  
Hearing in Pretrial Screening (1985)

L 5.2:P 91

Self-Directed Group Study of  
Prenatal, Infant, and Child Care and  
Child Management (1928)

L 5.2:P 91/2

References on Prenatal, Infant, and  
Child Care and Child Management  
(1928)

L 5.20:143, 143/3, 143/5

Child Management (1925, 1927, 1937)

L 22.2:W 12/2, 12/3, 12/3/950,  
12/3/950/spanish

The Federal Wage-Hour Law Digest  
(1948, 1950)

L 37.12:976/7-8, 11-12  
977/1-4, 7-12  
978/1-3, 10-12  
979/1-12

Unemployment Insurance Statistics  
(1976-1980) STATE NEEDS

LC 19.2:T 14/8

Talking Books and Cerebral Palsy  
[pamphlet] (1969)

## AHE Depositories

### Name of Institution

### AHE Courier Address

|   |                |
|---|----------------|
| Austin College  | AC             |
| Baylor University   | BAYLOR-WACO    |
| Dallas Baptist University                                   | DBU            |
| East Texas State University                                 | ETSU/GARLAND   |
|   | ETSU/COMMERCE  |
| Fort Worth Public Library                                   | FWPL           |
| Midwestern State University                                 | MIDWESTERN     |
| Southern Methodist University                               | SMU-LIBRARY    |
| Texas Christian University                                  | TCU            |
| Texas Woman's University                                    | T. Woman's U   |
| University of North Texas                                   | UNT            |
| University of Texas at Arlington                            | UTA-LIBRARY    |
| University of Texas at Dallas                               | UTD-RICHARDSON |
| University of Texas Southwestern Medical<br>Center - Dallas | UTSWMC-D       |

## Correcting Disposal Lists: Common errors

**\*:** Could this error cause an inappropriate request or failure to request? Could it cause a receiving library to request more or less than desired; to request materials which we do not own but have carelessly suggested that we do; to request a single issue when issues are bound in groups?

| <u>Error:</u>   | <u>Result:</u>   | <u>*</u> |
|---|--|----------|
| 1. Spelling.<br>Questionable title.   | Incorrectness. Loss of content clarity (some misspellings result in changes in meaning).   | Y        |
| 2. "Title" which is actually merely an agency name.   | Loss of information.   | Y        |
| 3. Title which does not correspond to cutter number.  | Loss of information. Title is incorrect or incomplete.   | Y        |
| 4. Inconsistent format.   | Incorrectness. Consistent format saves time by alleviating the need for repeated decision-making.  | N        |
| 5. "Bound" notation missing.  | Loss of information.   | Y        |
| 6. Unclear indication of number of documents offered (through publication date or "State Needs" notation).<br>Ex.: C 57.2: Ex 7/8/977-979 -- is this one or three?<br>/924-979 -- is this one or fifty-six? | Loss of information.   | Y        |
| 7. Series' listed as individual publications.   | Waste of time and list space. A series which can be listed as one entry may take several pages if listed individually. Fewer documents per list means documents remain on shelves longer. Correct to prevent repetition. | N        |
| 8. Individual publications listed as series'.   | Loss of information.   | Y        |
| 9. Invalid call numbers.  | Lack of meaning.   | Y        |
| 10. Call numbers out of order.  | Incorrectness. Inconvenience for receiving library.  | N        |
| 11. Call numbers overlapping, repetitious, or otherwise questionable.   | Loss of information.<br>Misleading information.  | Y        |

**State Needs:** The usual method of requesting one or more documents from a disposal list is to circle the desired entries in red. When a requester is unable to circle a particular document because it is listed as part of a run of documents, then the "State Needs" note is included as a prompt to the requester to write in the numbers of the particular documents needed. The notation serves as a signal that there is more than one item offered

## II. National "Needs and Offers" Program

### **GUIDELINES**

The guidelines followed for this program are those in the Instructions to Depository Libraries, Chapter 2, Section C, and those distributed with each issue of the Needs and Offers List (see attached).

Most disposal items will not be offered on the national Needs and Offers List. Only particularly significant documents which have been offered on regional lists and have not been requested by their expiration dates will be added to a national list.

Documents which will routinely be offered on national lists if not requested within the region include Serial Set, Congressional Record, U.S. Statutes at Large, and similar publications. Other titles may be selected at the discretion of department staff.

Prepare the lists according to the guidelines given. Send to the address below:

**Nancy S. Hanks  
Serials Dept., Bailey Library  
Slippery Rock University  
Slippery Rock, PA 16057**

Retain the documents for two months after they appear on the Needs and Offers List distributed by GPO. Fill requests as you would for the regional lists.

1 1 1989

Depository 605  
**NEEDS AND OFFERS LIST**

This listing is for the convenience of Depository Librarians. Please do not write GPO requesting these publications. Contact the offering library directly in writing. Your library must agree to pay postage and packing costs to the offering library. As a courtesy, you should enclose sufficient mailing labels with your request.

### RETENTION GUIDELINES

Documents should be retained for two months after GPO distributes the *Needs and Offers List* in which they are included. (This will be a minimum of 2-3 months after you submit your list to the Editor.)

### SUBMISSION GUIDELINES

Discard lists should be submitted first to your Regional using its guidelines, not simultaneously to your Regional and to the *Needs and Offers List*. After permission to discard has been received from the Regional, lists may be submitted for the *Needs and Offers List*.

Send your lists to: Nancy Hanks, Bailey Library,  
Slippery Rock University, Slippery Rock, PA 16057

### CONTENT GUIDELINES

You may need to review the discard list submitted to your Regional. Only "worthwhile" publications should be listed on the *Needs and Offers List*: long runs, bound sets, monographs with "historical value", etc. Odd issues of periodicals may be useful to libraries trying to fill gaps. Most superseded/outdated publications should not be included. Do not include volumes in bad physical condition (if you feel the title should be listed despite questionable physical condition, include information on the condition of that title). The Editor of the *Needs and Offers List* reserves the right to EDIT the lists to conform to the content guidelines!!!

### FORMAT GUIDELINES

1. Do not mix "needs" and "offers".
2. Use only one side of the paper.
3. TYPE all lists, using a DARK ribbon. If using a computer, please use a new ribbon and/or near letter quality printing. Whenever possible, send the original of the list. If you must

send a photocopy, remember that the quality of the final list depends upon the quality of your lists. A list that will not reproduce well will be returned to you!!!

4. Please do not staple lists together.
5. Margins:  
Allow a minimum of 1 inch for top and bottom margins.  
Allow a minimum of 1/2 inch for side margins.
6. Information typed in the top and bottom margins:  
Please indicate "needs" or "offers" on the first page of each list. When possible, please do not put other information in the top margin. It must be removed when the national list is compiled. If you are submitting a long list and wish to put your address on each page, please place it, neatly, in the bottom margin.
7. Columns vs. full page:  
Lists will be accepted in both formats.  
Columns: Column should be no wider than 3 1/2 inches.  
Pages may contain one or two columns. Give the entire SuDocs Number with each title. Cutting and pasting the national list together creates new column breaks you did not envision.  
Both formats: Although a space saving format should be used when possible, remember that the lists should still be legible. Use blank lines to separate titles or groups of titles or agency groups. Would YOU skip reading your list because of the format if you were in a hurry?
8. Extremely short lists may be typed as part of a cover letter. However, please type these lists plus the contact person's name and address in a format that can be easily cut out and pasted at the end of another list.
9. Lists should be in SuDocs Number order. Titles without SuDocs numbers should be listed at the end in alphabetical order.
10. Include title, year of publication (mono), year of coverage, volume, and issue (serial). Include agency when appropriate (annual reports, etc.).
11. Indicate microformat. Separate microformat lists may be compiled or microformat can be indicated before or after particular titles or, for serials, for some issues when issues for both paper and fiche are being offered.
12. Type any instructions/information about mailing labels, postage, etc. at the end of the list. Then type the contact's name and address followed by a blank line and then a line of asterisks. If you are using a column format, put this information at the end of the column. Do not center it in the middle of the page.



## Acquiring Documents from Disposal Lists

It is the responsibility of the Documents Night Supervisor to request needed documents from exchange lists. A student may be given this job as a regular assignment, overseen by the Night Supervisor.

Regional disposal lists are received at irregular intervals from Texas' two regional libraries, Texas State Library and Texas Tech Library. National disposal lists are received on deposit from GPO. Lists are placed in a folder marked Disposal Lists-Incoming, kept on top of the missing documents file, to be checked. Regional lists have expiration dates indicated in the cover letters. National lists expire approximately two months after the date stamped on them (date of receipt).

Check the lists for documents designated for replacement in the Missing Documents file. The Documents Librarian or Senior Assistant may specify additional sections to be checked. Mark in pencil anything the department needs. If no documents are needed from a list, discard it. Record GPO (national) lists discarded as depository items withdrawn in the monthly statistics.

Check on the shelf to be certain that the document marked is actually missing. Remember to check alternate locations when applicable (periodicals, maps, pamphlets, etc.). If the document is on the shelf, and there is no "second copy" indication on the Documents Replacement record, then withdraw the record and do not request the document.

**If the document is missing, then request it as follows:**

1. Circle the item (SuDoc number and title) in red on the list. Important note: If the list offers several issues of a periodical, or several numbers of a series, be very careful to specify which we need. If the entire entry is circled, then the entire series will be sent. Example:

**FS 2.31:42/2-43/5                  Journal of the National Cancer  
Institute, 1969**  
**(specify "number 43/3 only, please")**

I 19.13:1281-1526                      USGS Water Supply Papers  
(specify "nos. 1369, 1370, & 1428 only, please")

2. Stamp "Baylor University" (or any other stamp with the name "Baylor" on it) on the cover page (if a regional list) and on each page from which the department is requesting documents.
3. Discard all other pages.

4. Enclose a self-addressed mailing label. If requesting a large number of documents from a single library, enclose mailing labels sufficient for the number requested.
5. Send the request to the address given on the list.
6. Return the card to the Missing Documents file.

**Upon Receipt of Requested Documents:**

1. Keep the postage label and mailing address for postage reimbursement.
2. Remove the Documents Replacement card from the Missing Documents file and discard.
3. Using a wide-tipped black marker, delete all information stamped on the document by the previous library. Stamp "Baylor Documents" in the upper right-hand corner of the front cover. On periodicals, also stamp "Title -- Do Not Circulate."
4. Add the number of documents received to the monthly statistics sheet as "Exchange."
5. Give the document to the Documents Technical Assistant to check in. Tattle-tape it and put it in preliminary shelving.
6. Check the cover page of the list for postage reimbursement instructions. If reimbursement is requested, or if instructions are not included, then complete the two memos kept in the Duplicates Exchange Program folder. The first memo is directed to the Administrative Assistant, who will take care of reimbursement. Remove the cancelled postage label from the package and attach it to the bottom of the memo. The second memo, addressed to the other library, will accompany the reimbursement. Address a standard business envelope to the other library. Send the two completed memos and the addressed envelope to the Administrative Assistant in the library's Administrative Office.

[Still need: Missing documents general instructions: how missing documents are discovered; by whom, and on what basis, it is determined which missing documents are to be replaced and which withdrawn.]

### **Missing Documents File**

The Missing Documents file is located in the small filing cabinet beside the Night Supervisor's desk. The Documents Night Supervisor maintains the Missing Documents file and oversees replacement attempts through the Documents Expediting Project (Doc Ex) or disposal lists. Other efforts at replacement may be advised by the Documents Librarian. Any staff member may add replacement records to the file.

When it is determined that a document is missing and to be replaced, or when it is deemed desirable to acquire a document which the department would not normally receive on deposit, the Documents Librarian or Senior Assistant decides whether to order the publication directly (from GPO, USGS, etc.) or to place a record card in the missing documents file.

Documents recorded in the missing documents file will be replaced as available from disposal list offerings or may be requested through the Documents Expediting Project (Doc Ex).

#### **Procedure:**

##### Creating a Record Card (any staff member):

1. Fill out a 3"x5" Documents Replacement card for each missing document. Use the complete SuDoc number and title. For periodicals, include the date of each issue desired. List multiple parts or issues of a title on a single card. Specify alternate format or location: map, microfiche, or periodical. A Serial Set record requires only a Serial Set number.
2. If the department already owns one copy of a document and a second copy is desired, specify "second copy" on the replacement card.
3. File the card in SuDoc order in the Missing Documents file. File Serial Set cards in the back.

##### Replacing Documents and Maintaining the File (Night Supervisor):

1. Attempt to replace the documents through procedures outlined for Acquiring Documents Through Disposal Lists and Acquiring Documents Through the Documents Expediting Project.

2. Discard the replacement record upon receipt of the document. Do not discard the record at the time a request is sent, since neither a disposal list nor Doc Ex guarantees the availability of requested documents.
3. Check the replacement records against the shelves on a regular basis. Discard replacement records for any documents which have reappeared or are no longer needed.

### Documents Replacement Card

|                       |                          |               |                    |
|-----------------------|--------------------------|---------------|--------------------|
| SuDoc or SS#<br><hr/> | Alt.Loc./Format<br><hr/> |               |                    |
| Title<br><hr/>        |                          |               |                    |
| Periodical            | Date(s)                  | Notes         | 2nd Copy           |
| Ordered:              |                          | (Discard)     | (Specify)          |
| <u>Source</u>         | <u>Date</u>              | <u>Rec'd.</u> | <u>Unavailable</u> |

## **Attachment: List of Serials Distributed Through Doc Ex by Agency**

### **DOC EX**

The Documents Expediting Project (Doc Ex), which began in 1946, "is a centralized acquisitions service for obtaining U.S. Government publications which are not designated as depository items and are not available by purchase at either the Government Printing Office or the issuing agency. The project is a joint effort of the Library of Congress and a subscribing membership consisting of university, public, and special libraries."

The Government Documents Department has been a member of Doc Ex since 1981, and has received many useful publications through this program. The Department's Doc Ex number, used on request forms, is 21-C. This number indicates priority ranking based on an annual subscription rate (Baylor's 1989 subscription rate was \$750).

The Department has specified a profile of document categories it wishes to receive (see "Serials Distributed Through Doc Ex by Agency"). Doc Ex sends regular shipments of publications in these categories. The Documents Librarian processes regular Doc Ex shipments, deciding which documents to keep. Doc Ex also makes available special offerings of out-of-print publications. In addition, through the Special Requests Service, the Department has the opportunity to receive many depository and non-depository publications to fill in gaps in the collection. Doc Ex maintains records of irregularities in publication of serials, including issues not published or misnumbered, odd sequences, discontinuations, and title changes. More information about the Doc Ex program and its services is contained in the Doc Ex file.

If further information is necessary, contact:

Mr. David E. Bloxsom  
Head, Doc Ex Project  
Library of Congress  
Washington, DC 20540  
(202) 707-9527

### **Acquiring Documents Through the Doc Ex Special Requests Service**

The Documents Cataloging and Automation Assistant is responsible for requesting documents through the Documents Expediting (Doc Ex) Project.

Each document requested through the Doc Ex Project will have a Replacement Record card in the Missing Documents file. Make a note on the card when a Doc Ex request is made.

**Procedure:**

1. Fill out a three-part Documents Expediting Request Form (see example).
2. File the pink copy in the Doc Ex file. Send the other copies to the address below:

Doc Ex Project  
Exchange and Gift Division  
Library of Congress  
Washington, DC 20540

3. Doc Ex will return the yellow slip, usually within three to six weeks, along with the requested document or with notification of its unavailability. If Doc Ex cannot provide a document, it may suggest an alternate source.

Date the yellow slip and indicate documents received or notice of unavailability (see example). Staple the yellow slip to the front of the pink slip and refile.

**If the document is received:**

1. Discard the Document Replacement card from the Missing Document file.
2. Stamp "Baylor Documents" in the upper right-hand corner of the front cover of the document.
3. Record the receipt of the document on the monthly statistics sheet as "Doc Ex."
4. Give the document to the Technical Assistant to be checked in.
5. Tattle-tape the document and place it in preliminary shelving.

**If the document is not received:**

1. Indicate date of notification and reason for unavailability on the Replacement Record card in the Missing Documents file. Refile the card.
2. Attempt to replace the document through sources suggested by Doc Ex or from disposal list offerings (see Acquiring Documents Through Disposal Lists).

**Government Documents Department  
Personal Computer (PC)**

**Equipment**

PC..... Zenith model no. ZDE 1211-A0 with 20 megabyte  
hard disk drive

Printer..... C. ITOH model no. D10-40 daisy wheel printer

Operating  
System..... Microsoft MS-DOS version 3.2

History..... Received March, 1988

**General Policy Statement**

The departmental PC is to be used only for Baylor University business. Almost all departmental memos, letters, forms, and documents should be created on the PC rather than the typewriter.

**General Operations**

The hard disk should be backed up at least once every two weeks. The command for backup is C>daily or C>weekly. The floppy disks used to back up the hard disk are stored under the printer.

The following commands may also be useful:

|                                |   |
|--------------------------------|---|
| C>cleanup                      | erases the oob files or<br>duplicate set of MASS11<br>files |
| C>dir A:                       |   |
| C>format A:                    | formats floppy disk   |
| C>l files del [name of dir.].* | deletes a directory in<br>MS-DOS                            |

Note: Log in date and time when first turning on computer.

**Programs**

**MASS11**                      Used for writing memos, letters, forms, and  
reports. Type "MASS11" at the C> to log on.  
See MASS11 Manual for further instructions.

## **LOTUS**

Used to record and tabulate the monthly and annual statistics.

Type "Lotus" at the C> to log on. Press enter.

Select "1-2-3" at menu. Press enter

Type "/" to move to the menu.

Move to File and press enter.

Move to Retrieve and press enter.

Move to "St 89-90" and press enter.

Enter monthly statistics in appropriate columns.  
Remember to change the number of the months in cell  
"P-1" before tabulating.

Return to beginning of spread sheet before saving.

Save before printing.

To print, press "/", move to Print, then to Go.

There are four Lotus files:

"yearstat" is the 87-88 statistics

"Stats" is the 88-89 statistics

"Statsmas" is a blank copy of the  
spreadsheet

"St 89-90" is the current year  
spreadsheet

## **PC-file**

Used to produce a list of DttP subscribers and  
a list of the government documents journal  
titles in the Department.

Type "pc-file" to log on.

PC-file will ask which drive you wish to use;  
replace the B in brackets with a C.

Select vendors, DttPact, or DocSer files.

## **Bind**

Used to create automated binding slips.

Type "bind" to log on

Enter "BUGDOC"

Press escape to exit or save



## CD-ROM

Marcive GPO CAT/PAC is the **Monthly Catalog** in CD-ROM format. It is produced by MARCIVE, Inc. of San Antonio. The CD-ROM disk should be loaded each morning and taken out each night.

Place the CD-ROM disk in the player.

To load:                      At the C> type in CD\ROM (return).  
                                 At the next C> type in CAT (return).

The screen will now display miscellaneous printing messages until the program comes up.

To leave:                      Press and hold down the ALT key.  
                                 Press and release the END key in the number  
                                 pad.  
                                 Release the ALT key.

Remove the CD\ROM disk by pressing the open/close button.

NOTE: The off/on switches for the CD-ROM player and the PC are at the back of the machines. The off/on switch for the printer is on the right hand side.

## Macintosh Shelf Label Formatting

Format allows for 3-4 line entry on 3" x 5" area.

### I. Setting up

A. Open MacDraw.

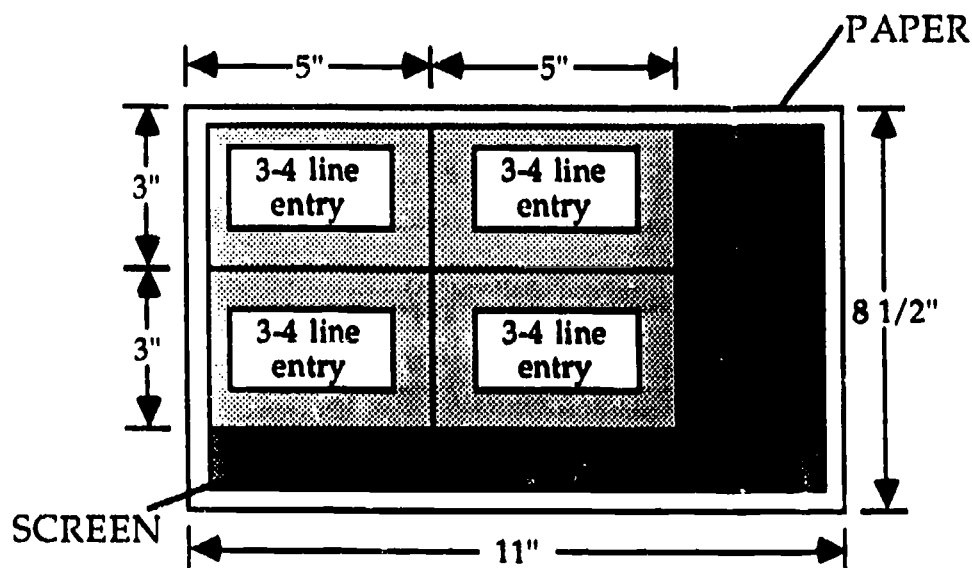
B. Select menu settings

- |    |      |             |        |  |
|----|------|-------------|--------|--|
| 1. | from | Layout Menu | select | Show Rulers  |
| 2. | from | Style Menu  | select | Center   |
| 3. | from | Font Menu   | select | Palatino 36 pt.  |
| 4. | from | File Menu   | select | Page Setup; change<br>Orientation to<br>lengthwise on<br>sheet |

C. Draw guide lines

1. Select horizontal/vertical line cursor (+).
2. Draw two 5 1/2" vertical lines from 4 1/2" and 9 1/2" marks on top ruler.
3. Draw two 9 1/2" horizontal lines from 2 1/2" and 5 1/2" marks on side ruler.

Note: area of paper extends 1/2" on all sides beyond area indicated on screen. Therefore, guide lines and entries will *appear* off-center.



## II. Entering shelf labels

- A. Select letter cursor (T).
- B. Set cursor in upper left-hand box at 2" on top ruler.
- C. Type 3- or 4-line entry.
- D. Select arrow cursor.
- E. Click on any part of entry and drag up or down to center vertically. Remember, paper extends 1/2" beyond screen on all sides; center entry between guide lines and edges of paper, not edges of screen.
- F. Repeat for box directly below.
- G. Repeat for two right-hand boxes using 7" on top ruler as horizontal center point.

## III. Subsequent Entries

- A. Select and cut each entry from screen.
- B. Create new sheet
  - 1. From Edit menu                      select                      Select All
  - 2. From Edit menu                      select                      Copy
  - 3. From File menu                      select                      New
  - 4. From Edit menu                      select                      Paste
- C. Follow above procedures ("Entering Shelf Labels") to create four new entries.

## IV. Printing

- A. from File menu                      select                      Save
- B. from File menu                      select                      Print; click OK

## V. Cut to true 3" x 5"

**Font**

## Avant garde

## Chicago

Courier

## Geneva

London

Monaco

**New Century Schlbk**

**New York**

# Palatino

**Times**

## Venice

## Zapf Chancery

**☀️⚙️📦❄️♣️✳️▪️❇️🌀🌐▼▲**  
**(Zapf Dingbats)**

## Style

## Plain Text

**Bold**

**Italic**

Underline

## Outline

## Shadow

**Superscript**

## Subscript

**9 point**

**10 point**

12 point

**14 point**

18 point

24 point

## WHAT TO DO IF MACHINE MALFUNCTIONS

### 1. PAPER JAM

Check paper feed to see where paper is jammed. If there is a paper jam, gently try to remove the trapped paper. The best technique is to grasp the jammed sheet firmly and evenly with both hands, as close to the caught edge as possible. A smooth continuous gently pull will usually remedy the situation. Do not jerk the paper, this will only create more problems. Also keep moving hands to a position close to the jam so as not to tear the paper.

### 2. COPY TOO LIGHT

- A. Check the microfiche. If it is stamped "best copy available" there is nothing we can do. Some microfiche are poor quality and the machine can not print what isn't there.
- B. Check the focus.
- C. Check the "density" dial to the left of the screen. It should be set at \_\_\_\_\_ for the clearest copies. Try adjusting up or down slightly to see if it affects copies.
- D. Check toner level. Add toner one bottle at a time if it is below 1/2.
- E. If all the above suggestions fail then call Mrs. Cook or send the patron to the reference department to finish copying.

## CONVERTING FROM MICROFICHE TO MICROFILM READER

- 1. Microfiche carriage is in Mrs. Cook's office on the bookcase under the outside window.
- 2. Remove microfiche carrier by pulling straight toward you. The carrier includes the x-y grid.
- 3. Pick up microfilm carrier with back facing you. Slide it on the metal bracket gently lifting the lens up to allow passage.

4. Rotate carriage 2/3 turn to the left. Plug cord into outlet located on back panel underneath the screen. (this is the hard part.) Finagle the plug one prong at a time to the right or left until it goes in.
5. Continue to rotate machine to the left until it faces you.

#### CHANGING PAPER SIZE

##### Canon 380

The canon 380 Printer works best with 8 1/2 x 11 paper but 11 x 14 paper is also available. Use this paper only if we are out of 8 1/2 x 11 or if a patron has numerous copies to make and is able to get two pages of text on one sheet. Follow procedures for adding paper. Replace 11 x 14 paper with 8 1/2 x 11 as soon as patron is through copying. Put leftover paper back in plastic sleeve, then in the box, and return to cabinet.

#### MICROFORM MACHINE PAPER ADDING PROCEDURE

##### Canon 380 Reader Printer

To add paper:

1. Remove the paper carrier, located at the back of the machine, by grasping firmly and pulling straight out.
2. Place carrier on flat surface.
3. Slide the paper restraining guides apart.
4. Get fresh paper (8 1/2 x 11 preferably) about 1/2" worth, riffle and roll-bend the fresh paper gently. Align edges and place shiny side down between paper restraining guides.
5. Slide restraining guides toward paper until they grip paper snugly. Then very carefully back guides away until foam buffers are just touching edges of paper.
6. Replace paper carrier by sliding straight in.
7. Replace leftover paper in black plastic envelope and put in cabinet. DO NOT leave paper exposed to light.

### **Handling of Microfiche Money**

Each Friday, check the amount of money in pouch. If amount exceeds \$5.00 prepare excess for the Administrative Office.

1. Total amount of money in pouch.
2. Total number of copies made and amount of money collected.
3. Subtract \$3.50 in change.
4. Totals for #2 and #3 should match. If there is a discrepancy inform the Librarian.
5. Fill out a receipt in the receipt book. Place the money and receipt in one of the other zippered pouches. Place any blue "Xerox Copying" forms in the other pouch. Take both to Administrative Offices and give to secretary

### **Collecting Reader-Printer Money.**

The pouch for the money is kept in the top drawer of the Night Supervisor's desk. This is the only reason you have for opening the full time staff's desks.

1. After each transaction, accept money and place it in the zippered pouch.
2. Record the date, amount of money received, and your initials on the sheet of paper provided in the pouch.
3. Use the blue "Xerox Copying" forms for microfiche photocopies charged to a specific department. Have both the patron's name and the departmental account number being charged on the form. The departmental account numbers are different from the copying account number used for Special Services. Place the form in the pouch with the money. **Do not record the charge on the record sheet.**
4. If a patron has made photocopies and we cannot make change for the amount tendered, hold the copies at the Government Documents Circulation desk while the patron gets change.
5. **NO ONE IS ALLOWED TO BORROW MONEY FROM THE POUCH! No I.O.U.s.**



## **Statistics**

Statistics are kept on almost every activity in the Documents Department. Daily, monthly, and annual statistics are recorded. The statistics are recorded on the following:

- |                            |  |
|----------------------------|--|
| <b>"Daily Statistics"</b>  | This sheet is located at the Documents circulation desk. Statistics to be recorded are the population count, reference questions, directional questions, telephone questions, and in-house usage of documents (see Sample A).  |
| <b>"Statistics for..."</b> | This statistical sheet is located on top of the reference book case in the workroom. Statistics to be recorded include the total circulation, population, questions asked, in-house usage, number of publications received in various formats, and the number of items withdrawn from the collection (see Sample B). |

All Documents personnel are responsible for a portion or section of the end-of-month statistics. See "Statistics Descriptions" for the statistics which you should record.

Once the daily and end-of-month statistics have been tabulated, they are placed onto the LOTUS 1-2-3 program entitled "Stats." See the LOTUS paragraph in the "Personal Computer" section of this manual.

Interlibrary Loan statistics for HOT Docs members, the State Library, or other institutions should be recorded in the black notebook entitled "Government Documents Interlibrary Loan Statistics," located in the Documents Librarian's Office.

Daily Statistics

&amp;

Student Work Sheet\_\_\_\_\_  
Date

8:00-5:00

5:00-10:00

Population  
CountReference  
QuestionsDirectional  
QuestionsTelephone  
ReferenceTelephone  
DirectionalInhouse Usage:  
Microfiche

Paper

NotesDuties

JW  
 SC  
 SR  
 KW

# STATISTICS FOR

**PAPER:** Depository  
 Doc Ex  
 Exchange  
 Gifts  
 Claims  
 Purchase: GPO  
 NTIS  
 Commercial  
 Distributed  
 Withdrawn

**MICROFICHE:** Depository  
 Doc Ex  
 Exchange  
 Gifts  
 Claims  
 Purchase: GPO  
 NTIS  
 Commercial  
 Distributed  
 Withdrawn

**MAPS:** Depository  
 Doc Ex  
 Exchange  
 Claims  
 Purchase: GPO  
 PAIGH  
 Commercial  
 Distributed  
 Withdrawn

**CIRCULATION:** Baylor  
 Non-Baylor  
 I.L.L.

**FICHE COUNT** **FICHE MONEY**  
**VOLUMES BOUND**  
**CLAIMS SENT**  
**COMPUTER HOURS:** CLSI  
 MAC

## DESK STATISTICS

**POPULATION:** 8:00-5:00  
 5:00-10:00  
**QUESTIONS:** Reference: 8:00-5:00 Directional: 8:00-5:00  
 5:00-10:00 5:00-10:00  
 Telephone: Reference: 8:00-5:00 Directional: 8:00-5:00  
 5:00-10:00 5:00-10:00  
**INHOUSE USAGE:** Microfiche  
 Paper

# STATISTICS DESCRIPTIONS

|                        | <u>Category</u>      | <u>Description</u>   | <u>Scribe</u> |
|------------------------|----------------------|--|---------------|
| <b>PAPER:</b>          | Depository           | shipping lists & dailies   | 2,4           |
|                        | Doc Ex               | shipments & requests filled  | 1,2,3         |
|                        | Exchange             | requests filled  | 3             |
|                        | Gifts                | retained   | 1             |
|                        | Claims               | received   | 4             |
| <b>Purchase:</b>       | GPO                  | special orders filled  | 1,2           |
|                        | NTIS                 | special orders filled  | 1,2           |
|                        | Commercial           | CIS products, EIS, FBIS index, Transdex index, I.G.P. (s.l. & dailies) | 4             |
| <b>Distributed</b>     |                      | sent to Serials, Geology, Cataloging                                   | 2,4           |
| <b>Withdrawn</b>       |                      | Sunbright & Disposal Lists   | all, 3        |
| <b>MICROFICHE:</b>     | Depository           | shipping lists & dailies   | 2,4           |
|                        | Doc Ex               | shipments & requests filled  | 2,3           |
|                        | Exchange             | requests filled  | 3             |
|                        | Gifts                | retained   | 1             |
|                        | Claims               | received   | 4             |
| <b>Purchase:</b>       | GPO                  | special orders   | 1,2           |
|                        | NTIS                 | special orders   | 1,2           |
|                        | Commercial           | CIS fiche, Transdex index  | 4             |
| <b>Distributed</b>     |                      | sent to Cataloging, etc.   | 4             |
| <b>Withdrawn</b>       |                      | Sunbright & Disposal List  | all, 3        |
| <b>MAPS:</b>           | Depository           | shipping lists   | 4             |
|                        | Doc Ex               | shipments & requests filled  | 2,3           |
|                        | Exchange             | requests filled  | 3             |
|                        | Claims               | received   | 4             |
|                        |                      |  |               |
| <b>Purchase:</b>       | GPO                  | special orders   | 1,2           |
|                        | PAIGH                | special orders   | 1,2           |
|                        | Commercial           | special orders   | 1,2           |
| <b>Distributed</b>     |                      | sent anywhere except Geology   | 4             |
| <b>Withdrawn</b>       |                      | sent to Geology, Sunbright, & Disposal Lists                           | all, 3        |
| <b>CIRCULATION:</b>    | Baylor               | printout from Circulation & number input                               | 3,4           |
|                        | Non-Baylor           | number input or filed  | 3,4           |
|                        | I.L.L.               |  |               |
| <b>FICHE COUNT:</b>    | copies made          | <b>FICHE MONEY:</b> sent to office                                     | 2             |
| <b>VOLUMES BOUND</b>   |                      | returned from bindery  | 3             |
| <b>CLAIMS SENT</b>     |                      |  | 4             |
| <b>COMPUTER HOURS</b>  |                      | CLSI, Mac (out of office)  | all, 3, 4     |
| <b>DESK STATISTICS</b> |                      |  |               |
| <b>POPULATION:</b>     | 8:00-5:00            | entering department  |               |
|                        | 5:00-10:00           | entering department  |               |
| <b>QUESTIONS:</b>      | Reference: 8:00-5:00 | Directional: 8:00-5:00   |               |
|                        | 5:00-10:00           | 5:00-10:00   |               |
| <b>Telephone:</b>      | Reference: 8:00-5:00 | Directional: 8:00-5:00   |               |
|                        | 5:00-10:00           | 5:00-10:00   |               |
| <b>INHOUSE USAGE:</b>  | Microfiche           | refiled  |               |
|                        | Paper                | reshelved directly from Ref. area                                      |               |
|                        |                      | or sorted into preliminary shelving                                    |               |

**KEY:** 1-Department Head  
2-Doc. Admin. & Auto. Assistant

3-Doc. Evening Assistant  
4-Doc. Cat. & Auto. Assistant

Government Documents  
Interlibrary Loan Statistics

19\_\_

| Library             | Lend | Borrow |
|---------------------|------|--------|
| Abilene Christian   |      |        |
| Baylor Law School   |      |        |
| ( Hardin Simmons    |      |        |
| Howard Payne        |      |        |
| Texas State Library |      |        |
| ( Other             |      |        |
|                     | 155  |        |

## CONVERSION TABLE

All counts of documents are to be given in pieces. If you count documents by linear foot, volume or inches, then use the following conversion table.

### Paper (hard copy)

1 linear foot (12 inches) = 52 pieces<sup>1</sup>

### Microfiche

1 volume = 11 pieces<sup>2</sup>

1 title = 2.5 pieces<sup>3</sup>

1 inch (with envelopes) = 75 pieces<sup>4</sup>

### Maps

A standard five drawer map case holds 200 flat sheets per drawer or 1000 maps per case when full.<sup>5</sup>

### Reference:

1. Reported by Catherine Reynolds in Dttp, vol. 7, no.3, page 96 based on 10 years of measurement.
2. Micrographic section at GPO estimated.
3. Micrographic section at GPO estimated.
4. Actually counted by one of the inspectors
5. Statistics worksheet for government documents librarian. Based on the CODORT statistics interest group revised draft 7/20/81

## Opening and Closing Procedures

### Opening:

If you work on the Weekend or arrive at the Department before the full-time staff, you will have to go to the Circulation Department for the Key. Immediately return the key to the Circulation Department. **DO NOT LEAVE THE KEY IN THE CIRCULATION DESK DRAWER.**

### Upon entering:

1. Turn on all lights in the Department.
2. Do the inhouse usage count and record on the statistics sheet.
3. Change the statistics sheet.
4. Open door to stack area.
5. Start up CD-Rom in reference area.

### Close up:

1. Approximately 30 minutes before closing inform all Documents patron that the collection is closing, and that if they want to check materials out they have 15 minutes to do so.
2. Check the stack area for patrons and studiers. Inform them of closing time. Do not enter any blind stack alleys. Check duplicate exchange area and office, close door to area on leaving.
3. Make sure that the Department is neat and in order. Count and reshelve all indexes; place all other documents patrons have used on return shelf in reference area.
4. Shut down CD-ROM unit in reference area and check that all PCs are shut down. Turn radio off. Make sure both typewriters are off.
5. All book trucks should be returned to the work area.
6. Make a thorough check of stack area to be sure no one is left there. Close stack area door.
7. Shut off lights in Librarians office and in computer room, close door to computer room making sure it locks behind you. Turn off all other lights in office area. Stack area lights remain on.
8. Lock the door as you leave and return the key to Circulation, even if you will be opening the following day. You are not supposed to remove the key from the library.